

# CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT

## AGENDA REGULAR MEETING BOARD OF WATER COMMISSIONERS Tuesday, November 15, 2016 – 9:30 a.m. MARGARET H. CHANDLER WATER RECLAMATION PLANT 399 CHANDLER PLACE San Bernardino, California

BOARD OF WATER COMMISSIONERS

TONI CALLICOTT  
President

Commissioners  
LOUIS A. FERNANDEZ  
WAYNE HENDRIX, P.E.  
JUDITH VALLES  
DAVID E. MLYNARSKI



STACEY R. ALDSTADT  
General Manager  
ROBIN L. OHAMA  
Deputy General Manager  
MIGUEL GUERRERO, P.E.  
Director of Water Utility  
JOHN A. CLAUS  
Director of Water Reclamation  
TERRI WILLOUGHBY  
Director of Finance  
JENNIFER L. SHEPARDSON  
Director of Environmental &  
Regulatory Compliance

*“Trusted, Quality Service since 1905”*

**Welcome to a meeting of the Board of Water Commissioners of the City of San Bernardino.**

- The City of San Bernardino Municipal Water Department recognizes its obligation to provide equal access to those individuals with disabilities. Please contact the General Manager’s Office (909-384-5191) two working days prior to the meeting for any requests for reasonable accommodation, to include interpreters.
- All documents for public review are on file with the Water Department located on the 5th floor of City Hall, 300 North “D” Street, San Bernardino or may be accessed online at [http://www.ci.san-bernardino.ca.us/water/newsalerts/agendas\\_n\\_minutes.asp](http://www.ci.san-bernardino.ca.us/water/newsalerts/agendas_n_minutes.asp)
- Please turn off or mute your cell phone while the meeting is in session.
- Any member of the public desiring to speak to the Board of Water Commissioners concerning any matter not on the agenda, but which is within the subject matter jurisdiction of the Board of Water Commissioners, may address the body at the end of the meeting during the period reserved for public comments. Said total period for public comments shall not exceed forty-five (45) minutes, unless such time limit is extended by the Board of Water Commissioners. A three-minute limitation shall apply to each member of the public, unless such time limit is extended by the Board of Water Commissioners. No member of the public shall be permitted to “share” his/her three minutes with any other member of the public.
- The Board of Water Commissioners may refer any item raised by the public to staff for appropriate action or have the item placed on the next agenda of the Board of Water Commissioners. However, no other action shall be taken nor discussion held by the Board of Water Commissioners on any item which does not appear on the agenda unless the action is otherwise authorized in accordance with the provisions of subdivision (b) of Section 54954.2 of the Government Code.
- Public comments will not be received on any item on the agenda when a public hearing has been conducted and closed.

CALL TO ORDER: \_\_\_\_\_ a.m./p.m.

Attendee Name	Present	Absent	Late	Arrived
President Toni Callicott				
Commissioner Louis Fernández				
Commissioner Wayne Hendrix				
Commissioner Judith Valles				
Commissioner David E. Mlynarski				
General Manager Stacey Aldstadt				
Deputy General Manager Robin Ohama				
Director of WRP John Claus				
Director of WU Miguel Guerrero				
Director of Finance Terri Willoughby				
Director of ERC Jennifer Shepardson				

## OTHERS:

1. CLOSED SESSION: \_\_\_\_\_ a.m./p.m.

Pursuant to Government Code Section(s):

- A. Conference with legal counsel – existing litigation – pursuant to paragraph (1) of subdivision (d) of Government Code Section 54956.9: *In Re City of San Bernardino, California*, United States Bankruptcy Court, Central District of California (Riverside), Case No. 6: 12-bk-28006-MJ. *City of San Bernardino v. San Bernardino Valley Municipal Water District, et al.*, San Bernardino County Superior Court Case No. CIVDS1605532. *City of San Bernardino v. East Valley Water District*, San Bernardino Superior Court Case No. CIVDS 1608620.
- B. Conference with legal counsel – anticipated litigation – significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Government Code Section 54956.9.
- C. Conference with legal counsel – anticipated litigation – initiation of litigation – pursuant to paragraph (4) of subdivision (d) of Government Code Section 54956.9.
- D. Public Employment pursuant to Government Code Section 54957.
- E. Consultation with legal counsel and security consultant on matters posing a threat to the security of essential public services, including water, drinking water, and wastewater treatment pursuant to Government Code Section 54957.
- F. Conference with labor negotiator – pursuant to Government Code Section 54957.6.

**END OF CLOSED SESSION  
RECONVENE MEETING**

CALL TO ORDER: \_\_\_\_\_ a.m./p.m.

Attendee Name	Present	Absent	Late	Arrived
President Toni Callicott				
Commissioner Louis Fernández				
Commissioner Wayne Hendrix				
Commissioner Judith Valles				
Commissioner David E. Mlynarski				
General Manager Stacey Aldstadt				
Deputy General Manager Robin Ohama				
Director of WRP John Claus				
Director of WU Miguel Guerrero				
Director of Finance Terri Willoughby				
Director of ERC Jennifer Shepardson				

OTHERS:

2. ANNOUNCEMENTS BY MEMBERS OF THE BOARD OF WATER COMMISSIONERS:

3. CONSENT CALENDAR

**MOTION:** That the motions indicated by consent calendar items 3A through 3G be adopted, except for \_\_\_\_\_.

MOTION:\_\_\_\_\_ SECONDED:\_\_\_\_\_

A. WAIVE FULL READING OF RESOLUTIONS

**MOTION:** That full reading of the resolutions on the regular or supplemental agendas of the Board of Water Commissioners be waived.

B. PAYROLL

**MOTION:** Approve the payroll for the pay period October 31, 2016 through November 11, 2016.

C. CONTRACTS AND BILLS

**MOTION:** Approve the payment of contracts and bills to be presented at this meeting.

D. MINUTES

**MOTION:** Approve the minutes of the meeting of November 1, 2016 of the Board of Water Commissioners.

E. PERSONNEL ACTIONS

1. PROMOTION: Mark Chavarria, Water Utility Worker I, Range 132, to Water Utility Worker II, Range 138, effective November 14, 2016. This position is in the budget and based on the needs and staffing for this section, the position is still justifiable under the budget.

2. PROMOTION: Daniel Silva, Water Utility Worker II, Range 138, to Water Utility Worker III, Range 142, effective November 14, 2016. This position is in the budget and based on the needs and staffing for this section, the position is still justifiable under the budget.

**MOTION:** Approve the Personnel Actions as submitted.

- F. NEW JOB DESCRIPTION AND RANGE CHANGE FOR EXECUTIVE ASSISTANT TO THE GENERAL MANAGER AND RECLASSIFICATION OF INCUMBENT; NEW JOB DESCRIPTION FOR SENIOR ADMINISTRATIVE/CONTRACTS ANALYST AND RECLASSIFICATION OF ONE SENIOR ADMINISTRATIVE COORDINATOR POSITION AND INCUMBENT; AND REVISED JOB DESCRIPTION FOR FLEET/WAREHOUSE SUPERVISOR: The Department retained Rhonda Strout-Garcia of HR Dynamics to update the Executive Secretary and Senior Administrative Coordinator positions in the Administration division as well as the Fleet/Warehouse Supervisor position. The incumbents in these three positions have been assigned work outside the scope of their current job descriptions.

Job analysis questionnaires and interviews were conducted and the job descriptions have been revised based upon the increased duties and responsibilities assigned to these positions. Since these new classifications are unique single-class positions, they do not require approval from the Civil Service Board. The job description for Fleet/Warehouse Supervisor has been revised to reflect additional duties currently performed. The minimum qualification, testing standards, and salary range remain the same.

There will be no fiscal impact associated with these changes in the 2016/17 budget year. The Management/Confidential Salary Schedule has been updated to reflect the above changes.

**MOTION:** Approve the new job description for Executive Assistant to the General Manager and reclassification of the Executive Secretary position and incumbent, Amy Smith, from Executive Secretary, Section 1050, Management/Confidential unit, FLSA Exempt, Range 304 (\$5,121.51/mo. to \$7,155.37/mo.) to Executive Assistant to the General Manager, Section 1050, Management/Confidential unit, FLSA Exempt, Range 306 (\$5,647.47/mo. to \$7,888.80/mo.); and

Approve the new job description for Senior Administrative/Contracts Analyst and reclassification of one (1) Senior Administrative Coordinator position and incumbent, Sydney Morrison, from Senior Administrative Coordinator, Section 1055, Management/Confidential unit, FLSA Exempt, Range 302 (\$4,645.36/mo. to \$6,490.14/mo.) to Senior Administrative/Contracts Analyst, Section 1055, Management/Confidential unit, FLSA Exempt, Range 309 (6,326.70/mo. to \$8,839.17/mo.); and

Approve the revised job description for Fleet/Warehouse Supervisor.

- G. PAY RATE CHANGE FOR STUDENT INTERN DUE TO MINIMUM WAGE INCREASE: On April 4, 2016 Senate Bill No. 3 amending Section 1182.12 of the Labor Code was approved increasing the California minimum wage in increments annually until it reaches \$15 per hour in 2022. The minimum wage increases from \$10 per hour to \$10.50 per hour effective January 1, 2017. Student Interns are the only positions within the Department currently paid at the rate of \$10 per hour.

The General, Mid-Management, Part-Time Salary Schedule has been revised to reflect this change. This change is included in the 2016/17 budget.

**MOTION:** Approve the pay rate change for the classification of Student Intern (91903) from \$10 per hour to \$10.50 per hour effective January 1, 2017.

#### END OF CONSENT CALENDAR

4. ADDITIONS TO THE AGENDA: (if any) in accordance with Section 54954.2 (b) (2) of the Government Code (Brown Act), a two-thirds vote (or a unanimous vote if less than two-thirds are present) is required to add an item for action provided that there is a need to take immediate action and that the need for action came to the attention of the agency after the agenda was posted.

**MOTION:** Approve an additional item(s) to be added to the agenda in accordance with Government Code Section 54954.2(b) (2).

MOTION: \_\_\_\_\_ SECONDED: \_\_\_\_\_

5. APPROVAL OF AGREEMENT WITH PENCE CONSTRUCTION, INC. FOR DESIGN BUILD SERVICES/CUSTOMER SERVICE RELOCATION PROJECT AT 1350 SOUTH "E" STREET: In January 2016, the Department began planning for relocation of its Customer Service, Cashiering and Field and Meter Service sections from City Hall to facilities at 1350 South "E" Street. This process was necessitated by the City's planned seismic retrofit of City Hall, which requires that all personnel relocate to other buildings while the City Hall building undergoes structural modifications.

In October 2016, the Department issued a Request for Proposal (RFP) (Specification 1663) for Design Build Services for the Customer Service Relocation project at 1350 South E Street. Out of the five (5) prequalified contractors, two (2) contractors submitted proposals in response to the RFP. As a result of staff review and ranking of the proposals, the firm with the highest overall score was Pence Construction, Inc. Pence Construction, Inc. has extensive experience with similar projects and demonstrated a thorough understanding of the project requirements in its proposal and the accelerated time schedule for completion.

This project is budgeted in the Fiscal Year 2016/2017 Capital Improvement Budgets for Water and Water Reclamation, contingent on the issuance of revenue bonds, and was included in the Department's revenue bond issuance as presented to the Board on October 4, 2016 (Water Utility) and October 18, 2016 (Water Reclamation Utility).

**MOTION:** Approve a design-build agreement with Pence Construction, Inc. with a Guaranteed Maximum Price (GMP) of \$4,239,111.00 for the Customer Service Relocation Project at 1350 South "E" Street; and authorize the General Manager to negotiate final contract terms and conditions upon completion of architectural design and to execute the contract.

MOTION: \_\_\_\_\_ SECONDED: \_\_\_\_\_

6. OCTOBER 2016 DROUGHT MONITORING REPORT: This report continues to monitor and track the effects of the ongoing drought by monitoring groundwater levels in select wells located in the Department's service area. This monthly report will provide valuable data needed to contemplate important policy decisions related to Water Supply Shortage Stages outlined in Rule and Regulation No. 21. **(INFORMATION ONLY)**

7. REPORTS:

A. Report of the President:

B. Report of the Commissioners:

C. Report of the Directors:

D. Report of the General Manager:

8. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA:

9. ADJOURNMENT: The meeting adjourned at \_\_\_\_\_ a.m./p.m.

**NOTE:** The next regular meeting of the Board of Water Commissioners is scheduled for *9:30 a.m., December 6, 2016* in the Margaret H. Chandler Water Reclamation Plant Conference Room, 399 Chandler Place, San Bernardino, California, 92408.

MINUTES  
BOARD OF WATER COMMISSIONERS  
OF THE CITY OF SAN BERNARDINO

REGULAR MEETING  
November 1, 2016  
Margaret H. Chandler Water Reclamation Plant  
399 Chandler Place  
San Bernardino, California  
9:30 a.m.

The Regular Meeting of the Board of Water Commissioners of the City of San Bernardino was called to order by President Callicott at 9:30 a.m. on November 1, 2016 in the Margaret H. Chandler Water Reclamation Plant, 399 Chandler Place, San Bernardino, California.

ROLL CALL: Roll call was taken by the Secretary with the following being present: President Callicott; Commissioners Valles, Fernández, and Hendrix; staff Aldstadt, Ohama, Claus, Guerrero, Shepardson, and Willoughby; Jason Ewert, City Attorney's Office; Patrick Sanchez, Sr. Business Systems Analyst; Elizabeth Razo, Sr. Administrative Coordinator.

Absent: Commissioner Mlynarski

1. CLOSED SESSION: President Callicott adjourned the Regular Meeting of the Board of Water Commissioners to a Closed Session. At 9:37 a.m., the Regular Meeting of the Board of Water Commissioners was recessed and a Closed Session was called to order in accordance with the following Government Code Sections:
  - A. Conference with legal counsel – existing litigation – pursuant to paragraph (1) of subdivision (d) of Government Code Section 54956.9: *In Re City of San Bernardino, California*, United States Bankruptcy Court, Central District of California (Riverside), Case No. 6: 12-bk-28006-MJ. *City of San Bernardino v. San Bernardino Valley Municipal Water District, et al.*, San Bernardino County Superior Court Case No. CIVDS1605532. *City of San Bernardino v. East Valley Water District*, San Bernardino Superior Court Case No. CIVDS 1608620.

No action was taken at this time.

ROLL CALL: Roll call was taken with the following present: President Callicott; Commissioners Valles, Fernández, and Hendrix; staff Aldstadt, Ohama, Claus, Guerrero, Shepardson, and Willoughby; Jason Ewert, City Attorney's Office; Elizabeth Razo, Sr. Administrative Coordinator.

Absent: Commissioner Mlynarski

ADJOURN CLOSED SESSION: At 10:14 a.m., the Closed Session of the Board of Water Commissioners adjourned to the Regular Meeting of the Board of Water Commissioners in the Water Department Board Room.

ROLL CALL: Roll call was taken with the following present: President Callicott; Commissioners Valles, Fernández, and Hendrix; staff Aldstadt, Ohama, Claus, Guerrero, Shepardson, and Willoughby; Jason Ewert, City Attorney’s Office; Elizabeth Razo, Sr. Administrative Coordinator.

2. ANNOUNCEMENTS BY MEMBERS OF THE BOARD OF WATER

COMMISSIONERS: None

3. CONSENT CALENDAR: Upon motion by Commissioner Valles, duly seconded by Commissioner Hendrix, it was voted to approve the following Consent Calendar, Agenda Items 3A through 3G:

A. WAIVE FULL READING OF RESOLUTIONS: Waive full reading of the resolutions on the regular or supplemental agendas of the Board of Water Commissioners.

B. PAYROLL

	<u>Water Fund</u>	<u>Sewer Fund</u>	<u>Total</u>
Claims: 273915-274223			
Accounts Payable	\$461,258.63	\$629,910.00	\$1,091,168.63
Gross Payroll 10/03/16-10/16/16	<u>231,504.23</u>	<u>183,463.58</u>	<u>414,967.81</u>
TOTALS	<u>\$692,762.86</u>	<u>\$813,373.58</u>	<u>\$1,506,136.44</u>

Payroll for the pay period October 17, 2016 through October 30, 2016.

C. CONTRACTS AND BILLS: Contracts and bills presented at this meeting.

D. MINUTES: Amended minutes for October 4, 2016 and October 18, 2016.

E. 1. APPOINTMENT: Monica Sepulveda, Senior Office Assistant, Section 3020, Range 136, effective November 7, 2016. This position was in the budget and based on the needs and staffing for this section, the position was justifiable under the budget.

2. APPOINTMENT: Richard Hyle, Water Utility Worker III, Section 3043, Range 142, effective November 7, 2016. This position was in the budget and based on the needs and staffing for this section, the position was justifiable under the budget.

3. APPOINTMENT: Rudy Guzman, Water Reclamation Operations Superintendent, Section 4020, Range 276, effective November 7, 2016. This position was in the budget and based on the needs and staffing for this section, the position was justifiable under the budget.

4. APPOINTMENT: Joseph Hanford, Water Reclamation Process Control Supervisor, Section 4020, Range 261, effective November 21, 2016. This position was in the budget and based on the needs and staffing for this section, the position was justifiable under the budget.

5. APPOINTMENT: Israel Nuñez, SCADA Analyst, Section 4042, Range 163, effective November 21, 2016. This position was in the budget and based on the needs and staffing for this section, the position was justifiable under the budget.
6. PROMOTION: Mark Lemus, Water Reclamation Senior Operator, Range 157, to Water Reclamation Lead Operator, Range 159, effective November 7, 2016. This position was in the budget and based on the needs and staffing for this section, the position was justifiable under the budget.

F. NOTICE OF COMPLETION – CONTRACT NO. 1577 – MOUNTAIN ZONE 12” TRANSMISSION MAIN PROJECT (CO 10638): The final acceptance date of October 10, 2016. Staff was directed to file a Notice of Completion, and release the retention in accordance with Contract No. 1577.

G. RESOLUTION NO. 901: A RESOLUTION OF THE BOARD OF WATER COMMISSIONERS OF THE CITY OF SAN BERNARDINO RECOGNIZING WAYNE FUNN FOR THIRTY-FOUR YEARS OF DEDICATED SERVICE TO THE CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT.

*END OF CONSENT CALENDAR*

4. ADDITIONS TO THE AGENDA: None.

5. REQUEST TO APPROVE REHABILITATION AND RE-EQUIPPING OF RIX WELL XC-32 – WEBER WATER RESOURCES, LLC.: Extraction Well XC-32 was one of thirty-three (33) extraction wells at the Regional Tertiary Treatment Rapid Infiltration and Extraction (RIX) Facility, used to immediately extract the wastewater filtered through the RIX percolation basins.

In April 2016, the stainless steel head shaft of Well XC-32 broke (the head shaft had been in service for less than one year). The services of Best Drilling and Pump, Inc. (Best) were used to pull the pump and equipment from the well and perform a thorough inspection. A detailed inspection report was provided by Best for all equipment, but did not suggest a cause for the breakage. The broken shaft was submitted to Atlas Testing Labs for materials testing. The tests showed the shafts were consistent with, and met the specifications for, 416-Stainless Steel (416SST), as previously specified and installed. In the absence of determination or evidence of cause for the premature deterioration, Staff recommended replacement of the 416SST head shaft in kind.

Staff requested proposals from the five prequalified contractors (qualified under Specification No. 1640) to rehabilitate and re-equip RIX Well XC-32. Weber Water Resources, LLC. (Weber) was responsive and provided the lowest quotation in the amount of \$25,676.37. An optional additional cost of \$2,840.00 for additional well brushing, on an as needed basis, was deemed appropriate by Staff. The total recommended cost with the additional optional cost is \$28,516.37.

Project 15-205 “RIX – Wells Repair/Rehabilitation” was included in the approved Fiscal Year 2016/17 RIX Fund Capital Improvement Plan. There were sufficient funds in Construction Order No. 00193 to fund the RIX Well XC-32 re-equipping effort.

Upon motion by Commissioner Valles, duly seconded by Commissioner Fernández, it was unanimously voted approve the award of the Rehabilitation and Re-equipping of RIX Well XC-32 to Weber Water Resources, LLC., in the amount of TWENTY EIGHT THOUSAND, FIVE HUNDRED SIXTEEN AND 37/100 DOLLARS (\$28,516.37).

6. AWARD OF CONTRACT – UNIT 2 AERATION BASIN ANOXIC MIXERS ELECTRICAL UPGRADE PROJECT – SPECIFICATION NO. 1660: The Department was modifying the Unit 2 activated sludge system at the Water Reclamation Plant in order to improve nitrogen removal. This modification included incorporating non-aerated (anoxic) zones for denitrification, but mixers were necessary to keep the solids from settling in the anoxic zones. As such, the electrical system within these facilities must be upgraded.

Specifications were provided to contractors through the automated PlanetBids online bidding system. The estimate for this work was \$267,436.00. Three bids were received and opened on September 16, 2016.

The funding source for this project is the FY 2016/2017 Sewer Fund Capital Improvement Project titled Unit 2 Activated Sludge System Upgrade (C.O. 00122), which currently had a total of \$338,849.00 in unencumbered funds. There were insufficient funds available to fund this contract and purchase additional equipment in the near future necessary to complete the modifications. Accordingly, a fund transfer in the amount of \$100,000.00 from Sludge Thickening and Dewatering System Enhancement (C.O. 00188) was requested.

Upon motion by Commissioner Hendrix, duly seconded by Commissioner Valles, it was unanimously voted to authorize a transfer in the amount of \$100,000.00 from Construction Order No. 00188 to Construction Order No. 00122; accept the bid of AToM Engineering Construction, Inc., as the lowest responsive, responsible bidder and award a contract in the amount of TWO HUNDRED NINETY EIGHT THOUSAND THREE HUNDRED NINETY EIGHT AND 00/100 DOLLARS (\$298,398.00) for the UNIT 2 AERATION BASIN ANOXIC MIXERS ELECTRICAL UPGRADE PROJECT, and retain the bid securities in accordance with Specification No. 1660. The President and Secretary were authorized to execute the contract.

7. DESIGNATION OF DEPARTMENT AGENT FOR THE CALIFORNIA EMERGENCY MANAGEMENT AGENCY (CALEMA): The Blue Cut Fire started in the Cajon Pass, off of Interstate 15 and Highway 138, north of the City of San Bernardino, on August 15, 2016. It burned approximately 36,274 acres before it was contained on August 22, 2016. As a result of the fire, the Department incurred approximately \$5,000.00 of emergency response expenses that may qualify for reimbursement by the Federal Emergency Management Agency (FEMA) and/or the California Emergency Management Agency (CalEMA). CalEMA required the Board of Water Commissioners to first designate and approve Department agents, through a resolution, to represent the Department when applying for financial assistance under the Robert T. Stafford Relief and Emergency Assistance Act of 1998 and/or under the State of California's Disaster Assistance.

Upon motion by Commissioner Hendrix, duly seconded by Commissioner Fernández, it was unanimously voted to approve Resolution No. 903, and application assigning the General Manager, Director of Finance, and the Director of Environmental & Regulatory Compliance as authorized agents for the San Bernardino Municipal Water Department when filing reimbursement claims for emergency response expenses with FEMA and CalEMA.

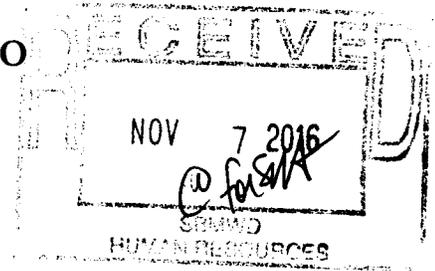
8. REPORTS:
- A. Report of the President: None
  - B. Report of the Commissioners: None
  - C. Report of the Directors:
  - D. Report of the General Manager: None
9. PUBLIC COMMENTS: This is the time specified for public comments concerning specific items not on the agenda or matters of general interest. There being none, the matter was closed.
10. ADJOURN MEETING: The meeting adjourned at 10:17 a.m. to the next Regular Meeting to be held on Tuesday, November 15, 2016, at 9:30 a.m. in the Margaret H. Chandler Water Reclamation Plant Conference Room, 399 Chandler Place, San Bernardino, California, 92408.

BY: \_\_\_\_\_  
TONI CALLICOTT  
President

BY: \_\_\_\_\_  
ROBIN L. OHAMA  
Deputy City Clerk & Ex-Officio Secretary

CITY OF SAN BERNARDINO  
MUNICIPAL WATER DEPARTMENT

BOARD OF WATER COMMISSIONERS  
STAFF REPORT



**TO:** Stacey R. Aldstadt  
**FROM:** Miguel J. Guerrero  
**SUBJECT:** PERSONNEL ACTION – PROMOTION OF MARK CHAVARRIA TO WATER UTILITY WORKER II (SECTION 3021)  
**DATE:** November 3, 2016  
**COPIES:** Tim Connor, Sally Duran, Human Resources

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**BACKGROUND:**

Due to the upcoming promotion of Daniel Silva effective November 14, 2016, one vacancy will exist for a Water Utility Worker II position in Water Utility Distribution Service and Repair (Section 3021). Selection interviews were conducted on October 20, 2016 by Tim Potter, Ralph Ramos, and Richard Flores for the position of Water Utility Worker II. This position is in the budget. I have reviewed the needs of and staffing for this section and believe, based on those, that the position is still justifiable under the budget. The panel is recommending the promotion of Mark Chavarria to fill this position.

**RECOMMENDATION:**

Staff recommends that the Board of Water Commissioners make the following motion:

**Approve the promotion of Mark Chavarria from Water Utility Worker I, Range 132, to the position of Water Utility Worker II, Range 138, effective November 14, 2016.**

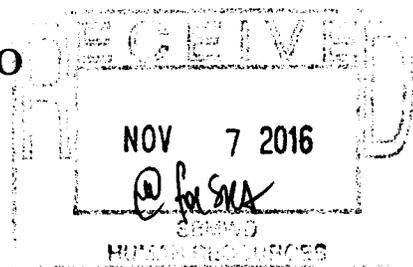
Respectfully submitted,

  
Miguel J. Guerrero, P.E.  
Director, Water Utility

MJG:jgt

CITY OF SAN BERNARDINO  
MUNICIPAL WATER DEPARTMENT

BOARD OF WATER COMMISSIONERS  
STAFF REPORT



**TO:** Stacey R. Aldstadt  
**FROM:** Miguel J. Guerrero  
**SUBJECT:** PERSONNEL ACTION – PROMOTION OF DANIEL SILVA TO WATER UTILITY WORKER III (SECTION 3021)  
**DATE:** November 3, 2016  
**COPIES:** Tim Connor, Sally Duran, Human Resources

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**BACKGROUND:**

Due to the recent promotion of Richard Flores effective September 19, 2016, one vacancy exists for a Water Utility Worker III position in Water Utility Distribution Service and Repair (Section 3021). Selection interviews were conducted on November 2, 2016 by Tim Potter, Ben Conant, and Tim Barta for the position of Water Utility Worker III. This position is in the budget. I have reviewed the needs of and staffing for this section and believe, based on those, that the position is still justifiable under the budget. The panel is recommending the promotion of Daniel Silva to fill this position.

**RECOMMENDATION:**

Staff recommends that the Board of Water Commissioners make the following motion:

**Approve the promotion of Daniel Silva from Water Utility Worker II, Range 138, to the position of Water Utility Worker III, Range 142, effective November 14, 2016.**

Respectfully submitted,

A handwritten signature in black ink, appearing to be "Miguel J. Guerrero".

Miguel J. Guerrero, P.E.  
Director, Water Utility

MJG:jgt

CITY OF SAN BERNARDINO  
MUNICIPAL WATER DEPARTMENT

NOV - 7 2016  
C for SMA

BOARD OF WATER COMMISSIONERS  
STAFF REPORT

**TO:** Stacey R. Aldstadt, General Manager

**FROM:** Robin L. Ohama, Deputy General Manager

**SUBJECT:** NEW JOB DESCRIPTION AND RANGE FOR EXECUTIVE ASSISTANT TO THE GENERAL MANAGER AND RECLASSIFICATION OF INCUMBENT; NEW JOB DESCRIPTION FOR SENIOR ADMINISTRATIVE/CONTRACTS ANALYST AND RECLASSIFICATION OF ONE SENIOR ADMINISTRATIVE COORDINATOR POSITION AND INCUMBENT; AND REVISED JOB DESCRIPTION FOR FLEET/WAREHOUSE SUPERVISOR

**DATE:** November 7, 2016

**CC:** Amy Smith, Sydney Morrison, Richard Lemus, Human Resources, Payroll

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**BACKGROUND:**

The Department retained Rhonda Strout-Garcia of HR Dynamics to update the Executive Secretary and Senior Administrator Coordinator positions in the Administration division as well as the Fleet/Warehouse Supervisor position. The incumbents in these three positions have been assigned work outside the scope of their current job descriptions.

Job analysis questionnaires and interviews were conducted. As a result of the analyses, the job descriptions have been revised and the following recommendations are made based upon the increased duties and responsibilities assigned to these positions:

- The new classification of Executive Assistant to the General Manager has been established for the Executive Secretary position. This position is a classified position in the Management/Confidential unit within the Department's salary plan. The proposed compensation for this new class is Range 306. Reclassification of the incumbent to the new classification of Executive Assistant to the General Manager.
- Reclassification of the Senior Administrative Coordinator position and incumbent to Senior Administrative/Contracts Analyst as a classified position in the Management/Confidential unit within the Department's salary plan. The proposed compensation for this new class is Range 309.

There will be no fiscal impact associated with these changes in the 2016/2017 budget year. The Management/Confidential Salary Schedule has been updated to reflect the above changes.

Since these new classifications are unique single-class positions they do not require approval from the Civil Service Board.

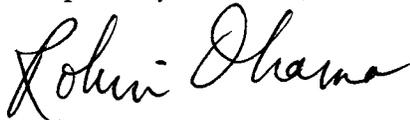
The job description for Fleet/Warehouse Supervisor has been revised reflect additional duties currently being performed. The minimum qualifications, testing standards, and salary Range (260) remain the same.

**RECOMMENDATION:**

Staff recommends that the Board of Water Commissioners make the following motion:

- Approve the new job description for Executive Assistant to the General Manager and reclassification of the Executive Secretary position and incumbent, Amy Smith, from Executive Secretary (1050), Management/Confidential unit, FLSA Exempt, Range 304 (\$5,121.51/mo. to \$7,155.37/mo.) to Executive Assistant to the General Manager (1050), Management/Confidential unit, FLSA Exempt, Range 306 (\$5,647.47/mo. to \$7,888.80/mo.);
- Approve the new job description for Senior Administrative/Contracts Analyst and reclassification of one (1) Senior Administrative Coordinator position and incumbent, Sydney Morrison, from Senior Administrative Coordinator (1055), Management/Confidential unit, FLSA Exempt, Range 302 (\$4,645.36/mo. to \$6,490.14/mo.) to Senior Administrative/Contracts Analyst (1055), Management/Confidential unit, FLSA Exempt, Range 309 (\$6,326.70/mo. to \$8,839.17/mo.);
- Approve the revised job description for Fleet/Warehouse Supervisor.

Respectfully submitted,



Robin L. Ohama  
Deputy General Manager

Attachments: New job description for Executive Assistant to the General Manager  
New job description for Senior Administrative/Contracts Analyst  
Revised job description for Fleet/Warehouse Supervisor, redline and final draft versions  
Revised salary schedule

# **SAN BERNARDINO MUNICIPAL WATER DEPARTMENT CLASSIFICATION SPECIFICATION**

**TITLE: EXECUTIVE ASSISTANT TO THE GENERAL MANAGER**

**DATE: JOB CODE: 31709**

**FLSA STATUS: EXEMPT UNIT REPRESENTATION: CONFIDENTIAL**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

## **DUTIES SUMMARY**

Under general, direction to serve as the executive assistant to the General Manager and the Board of Water Commissioners and to serve as recording secretary to RIX; to plan and organize office administrative functions and perform a variety of professional and highly responsible administrative work of a difficult nature; to provide real property management support services; to relieve the General Manager of administrative detail and effectively represent the General Manager internally and externally; and to perform related duties as required.

## **DISTINGUISHING CHARACTERISTICS**

The class of Executive Assistant to the General Manager is the highest level professional office management class. This single-incumbent class performs highly responsible, confidential, and sensitive work for the General Manager and Board of Water Commissioners and serves as recording secretary to RIX, requiring a high degree of initiative, resourcefulness, discretion, and independent judgment. This class is distinguished from the Senior Administrative Coordinator by the complexity of work, independence of action, support provided to the Board of Water Commissioners, role as recording secretary for RIX, performance of professional level real property management services, and ability to effectively represent the General Manager within and outside the organization, as required. Supervision is received from the General Manager. Supervision may be exercised over office/administrative support staff, as assigned.

## **EXAMPLES OF DUTIES**

*The following duties are typical essential duties for positions in this classification. Any single position may not perform all of these duties and/or may perform similar related duties not listed here:*

- Provide courteous and expeditious customer service to the general public and City and Department Staff;
- Routinely adhere to and maintain a positive attitude toward City and Department goals;

- Serve as executive assistant to the General Manager and the Board of water commissioners; assist the General Manager and/or administrative staff in accomplishing a variety of responsible and complex administrative work of a nature requiring sensitivity, initiative, and independent judgment; serve as recording secretary to RIX;
- Make appointments; arrange and assist in planned meetings; make travel arrangements; prepare itineraries and schedules; work with material of a confidential nature; compose and/or transcribe recordings consisting of correspondence, minutes, memoranda, reports, and other communications;
- Compose and keyboard complex agendas and minutes; assemble staff reports, attachments, resolutions, and related supporting documents; attend Board of Water Commissioner meetings and sub-committee meetings; maintain records of meetings including attendance, actions taken, and requests made for staff follow-up;
- Maintain follow-up files on matters in progress and deadlines, and expedite their completion;
- Compose letters independently from notes, verbal instructions, or as determined based on self-initiative; develop and maintain filing systems for record storage and retrieval including confidential and privileged information;
- Compile and verify information for a variety of narrative and statistical reports, locating sources of information, devising forms to serve data, and determining proper format for finished report involving the use of independent judgment and ensuring accuracy;
- Receive, screen, and route correspondence and mail; receive and screen telephone calls, handling routine matters independently and attempting to resolve complex situations with discretion; greet visitors; receive complaints from the general public and initiate action to generate a response or solution; use judgment in providing information to constituents;
- Supervise office/administrative support staff in the performance of office procedures; prepare work schedules and establish production standards; analyze and resolve problems arising from work in progress;
- Adjust work assignments, procedures, and priorities to expedite work flow; coordinate activities with other divisions; investigate and take appropriate action on complaints regarding operations and personnel supervised; participate in the training and evaluation of personnel to ensure efficient office operations;
- Operate a variety of office equipment including a computer and applicable software including word processing, spreadsheets, and databases;
- Assist in budget preparation, administration, and monitoring for the Board of Water Commissioners and Administrative Section;
- Provide technical and administrative real property support services related to the acquisition and sale of Department holdings and real property the Department wants to acquire or gain entry to;
- Obtain, examine, and interpret property records and title reports to determine the extent and types of encumbrances and the status of interests in properties; maintain records of real property inventory;
- Coordinate the preparation of necessary documents to effect title changes;
- Obtain appraisals of properties and review to determine market value and costs necessary in securing properties for departmental use;

- Coordinate the disposition of real property interests; research and identify licenses, leases, easements, and encumbrances impacting real property interests;
- Assist in the preparation of reports and agenda items; compile and analyze data on a variety of assigned projects; compile and maintain status reports on assigned real property activities;
- Attend meetings and represent the General Manager, as assigned; and
- Perform related work as required.

## **QUALIFICATIONS**

*Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:*

### **Knowledge of:**

- Principles and practices of administration, records management, financial management, real property management, and personnel management;
- Advanced office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases;
- Preparation of business correspondence, reports, and records management;
- Correct English usage, spelling, grammar, and punctuation;
- Business mathematics and advanced accounting principles and terminology; budget preparation and administration;
- Policies, procedures, laws, ordinances, and other regulations governing the Department and areas of assigned responsibility including Rules of Order for the conduct of Board meetings and notice requirements; Political Reform Act reporting requirements; Public Records Act; eminent domain, easements, rights of entry, real estate title, and other right-of-way technical, legal, and financial activities;
- Advanced public relations techniques;
- Advanced research techniques, methods, and procedures;
- Techniques, terminology, and practices related to the acquisition and appraisal of real property;
- Principles of supervision, training, and performance evaluation;

### **Ability to:**

- Provide administrative support services effectively to the General Manager and Board of Water Commissioners, while multi-tasking and prioritizing work to meet competing deadlines;
- Plan, organize, research, assemble, analyze, interpret, and draw sound conclusions from factual data; complete special assignments, developing procedures, collecting information, developing formats and preparing finished reports;

- Perform a wide variety of difficult, responsible, and complex work with accuracy, speed, initiative, and minimal direction;
- Exercise a high level of tact and diplomacy in dealing with the public as well as other divisions of the Department;
- Exercise resourcefulness in addressing and resolving problems;
- Maintain confidentiality of sensitive or privileged information;
- Prepare agendas and minutes which accurately reflect the actions taken by the Board of Water Commissioners; maintain effective and accurate records;
- Establish complex electronic and manual filing and record keeping systems; maintain accurate record keeping systems;
- Plan, organize, schedule, and supervise the work of specialized office/administrative support employees; set priorities; devise and adapt work procedures to meet changing organizational or specialized needs;
- Deal comprehensively with inquiries or complaints and give clear explanations of procedures and regulations;
- Recognize and deal effectively with controversy, political issues, and sensitive matters of the office;
- Use good judgment in recognizing the scope of authority;
- Utilize computers and various software at an advanced level including word processing, databases, and spreadsheets in order to create office/business systems for assigned work functions; create templates, forms, and reports to track and retrieve data;
- Prepare budgets, collect data, conduct studies and write supporting reports;
- Understand, interpret, and explain a wide variety of laws, ordinances, rules, regulations, and pertinent procedures and apply them quickly and without immediate supervision;
- Compose minutes, letters, memos, and reports requiring a good command of the English language, knowledge or principles of business correspondence, and the functions of the Department; proofread and detect errors in typing, spelling, grammar, and punctuation;
- Communicate effectively orally and in writing;
- Supervise, train, and evaluate the performance of subordinate staff, as assigned;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Work under moderate stress conditions;
- Maintain a driving record which meets Vehicle Code standards and is acceptable to the Department and its insurance carrier.

### **MINIMUM QUALIFICATIONS**

**Education:** Graduation from an accredited college or university with the equivalent of an Associate's Degree in Public Administration, Business Administration, Economics, Real Estate, or a closely related field;

**Experience:** Three (3) years of increasingly responsible experience in a professional administrative capacity including providing high level support to a department head, budget development and administration, and in maintaining and researching specialized records preferably in the area of real property. Up to two (2) years of additional qualifying experience may substitute for the required education on a year for year basis. Ability to demonstrate word processing, database, and/or spreadsheet proficiency at an advanced level.

### **NECESSARY SPECIAL REQUIREMENTS**

Possession of a valid Class "C" California driver's license. Out of state applicants must provide a valid driver's license and a valid Class "C" California driver's license must be obtained within ten (10) days of appointment (CA Vehicle Code 12505c).

Possession of a Notary Public Certification/License is highly desirable, or ability to obtain within six (6) months of appointment.

### **PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS**

Work involves exposure to potential physical harm, hazardous chemicals, and infectious disease. There is frequent need to stand, sit, stoop, walk, and perform other similar actions during the course of the workday. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

Incumbents require sufficient mobility to work in an office setting and operate office equipment, transport materials and supplies weighing up to 25 pounds, and to travel to various locations. Must be able to see in the normal visual range with or without correction with vision sufficient to read small print, computer screens, and other printed documents. Must be able to hear in the normal audio range with or without correction. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

#### **Job Description**

Board Approved

Rev Appr:

Title Change from Exec Sec

10/16/1964

5/21/1991

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# **SAN BERNARDINO MUNICIPAL WATER DEPARTMENT CLASSIFICATION SPECIFICATION**

**TITLE: SENIOR ADMINISTRATIVE/CONTRACTS ANALYST**

**DATE: JOB CODE: 31712**

**FLSA STATUS: EXEMPT UNIT REPRESENTATION: CONFIDENTIAL**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

## **DUTIES SUMMARY**

Under general direction, to perform analytical, administrative, and management duties and responsibilities including budget/financial analysis, program/organizational analysis, project management, and contract administration in support of Department-wide activities, functions, and programs; to develop and recommend policies, procedures, work methods, and budgetary allocations; to perform a variety of highly responsible and complex administrative and professional staff work in support of the Deputy General Manager requiring the highest degree of initiative, discretion, and independent judgment; and to perform related duties as assigned.

## **DISTINGUISHING CHARACTERISTICS**

The class of Senior Administrative/Contracts Analyst is a professional-level management class. This single incumbent class performs complex and difficult analytical work requiring a high degree of sound independent judgment, initiative, and the need to effectively handle multiple deadlines and changing priorities. This class is distinguished from the Senior Administrative Coordinator by the complexity of independent professional level work focusing on contract administration, management of leases, budgetary and financial management, and policy development and implementation. Supervision is received from the Deputy General Manager. Supervision may be exercised over office/administrative support staff, as assigned.

## **EXAMPLES OF DUTIES**

*The following duties are typical essential duties for positions in this classification. Any single position may not perform all of these duties and/or may perform similar related duties not listed here:*

- Provide courteous and expeditious customer service to the general public and City and Department staff;
- Routinely adhere to and maintain a positive attitude toward City and Department goals;
- Assist the Deputy General Manager in planning, organizing, supervising, and evaluating the work of the Department's administrative office; assist in the development, implementation, and monitoring of work plans to achieve goals and objectives;

- Plan, organize, and conduct complex administrative or management studies; employ analytical techniques and information gathering processes and obtain required information and data for analysis; analyze alternatives and make recommendations regarding such areas as staffing, facilities equipment, cost analysis, productivity, and policy or procedure modifications; discuss findings with management staff and prepare reports of study conclusions; assist in developing and implementing Department-wide or program goals and objectives;
- Assist the Deputy General Manager in formulating and administering the Department's budget; gather and analyze data and information; monitor expenses; investigate and evaluate the need for changes in budgetary allocations during the fiscal year;
- Perform program administration and evaluation functions in areas as assigned; provide technical assistance to others on administrative and analytical matters;
- Coordinate programs and activities with other divisions; confer with representatives of other agencies, groups, vendors, and the public;
- Conduct special studies and surveys and prepare a variety of reports, correspondence, and other materials; respond to external surveys, public records act requests, and questionnaires;
- Coordinate arrangements for meetings; attend meetings and represent the Deputy General Manager, as required; make oral presentations to Boards and/or commissions;
- Identify and report departmental concerns or issues; conduct necessary research and assist in development of proposed solutions;
- Develop correspondence, forms, procedures, and related documents requiring extensive knowledge of the functions and procedures of the Department; verify accuracy of documents; maintain records and confidential information; operate a variety of office equipment and computer software at an intermediate to advanced level;
- Supervise office/administrative support staff in the performance of office procedures; prepare work schedules and establish production standards; analyze and resolve problems arising from work in progress;
- Adjust work assignments, procedures, and priorities to expedite work flow; coordinate activities with other divisions; investigate and take appropriate action on complaints regarding operations and personnel supervised; participate in the training and evaluation of personnel to ensure efficient office operations;
- Plan, organize, manage, and participate in the Department's centralized contracting function; develop standard and non-standard contracts and agreements for engineering, major construction projects, purchases, professional services, and other specialized services and arrangements;
- Exercise regular and substantial independent judgment and procedural knowledge in performing work requiring interpretation of laws, rules, regulation, procedures, policies, and guidelines;
- Establish and maintain files and various manual and electronic record keeping systems; manually and/or electronically sort and file documents, maps, and records according to pre-determined classifications and determine new classifications as necessary; perform data entry into electronic systems; manipulate, summarize, and extract data for use in various reports; audit and ensure accuracy of records and files; retrieve manual and electronic materials from established systems;
- Review technical sections of contracts to ensure provisions are clear and consistent with specifications; draft contract amendments and extensions;

- Recommend modifications to contract language to protect the Department's interests;
- Oversee bid opening processes, direct the evaluation and analysis of bids received; conduct job walks; respond to inquiries; determine the reliability of bidder and prepare recommendation for Board award;
- Discuss project issues with staff and guide conclusions and resolutions; resolve contract related issues through negotiations; support staff members at project meetings;
- Negotiate and prepare leases and amendments; track rental payments; prepare market rate rental assessments; prepare tax assessments for properties owned by the agency;
- Draft reports and recommendations related to the development and management of contracts for approval by the General Manager;
- Serve as liaison between the Deputy General Manager and Division Managers to ensure directives are clearly communicated, understood, and carried out and that issues of mutual interest are resolved;
- Consult with and assist Department Directors in the preparation of staff reports and recommendations to the Board including but not limited to, contract amendments, extensions, contract awards, and change orders;
- Prepare rebuttals and defend the Department against project claims; support Department Directors, Deputy General Manager, General Manager, City Attorney, or outside Council in defending project claims against the Department;
- Attend meetings and represent the Deputy General Manager or General Manager, as assigned;
- Perform related work as required.

## **QUALIFICATIONS**

*Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:*

### **Knowledge of:**

- Advanced principles, practices, and methods of administrative, organizational, and technical research and analysis, problem resolution, and report presentation;
- Principles and practices of public agency financing and budget development, administration, financial record keeping, and reporting;
- Advanced principles and practices of contract administration, project planning, and other related requirements of contract administration;
- Pertinent Federal, State, and local laws, rules, regulations, and codes governing the award and administration of contracts;
- Legal principles and procedures related to contract administration functions;
- Principles and practices of public agency procurement;
- Document management policies, procedures, and techniques;

- Legal writing and document preparation;
- Proper English usage, spelling, grammar, and punctuation;
- Advanced office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases;
- Principles of supervision, training, and performance evaluation;
- Basic public relations techniques.

**Ability to:**

- Perform a wide variety of difficult and responsible administrative staff work with minimal direction;
- Make presentations to boards and/or commissions;
- Effectively research and extract pertinent data from a variety of sources including scopes of service;
- Effectively and accurately prepare routing and complex, clear, and well defined contracts and agreements consistent with all applicable legal requirements;
- Review and interpret utility projects; serve as a technical resource to subcontractors, contractors, government agencies, and the Department;
- Negotiate and resolve contract administration problems; respond accurately to requests and inquiries and make appropriate recommendations;
- Prepare clear and concise technical, financial, and administrative reports; draft and prepare a variety of documents; initiate and compose correspondence;
- Understand, interpret, explain, and apply Federal, State, and local laws and regulations applicable to areas of responsibility;
- Perform cost and payment calculations;
- Maintain complete, comprehensive contract records and files;
- Use fact, discretion, and diplomacy in dealing with sensitive situations and concerned contractors and vendors;
- Exercise sound independent judgment within general policy guidelines;
- Maintain confidentiality of sensitive or privileged information;
- Establish complex electronic and manual filing and record keeping systems; maintain accurate record keeping systems;
- Deal comprehensively with inquiries or complaints and give clear explanations of procedures and regulations;
- Utilize computers and various software including word processing, databases, and spreadsheets at an advanced level in order to complete assigned work;
- Prepare budgets, collect data, conduct studies, and write supporting reports;

- Communicate effectively orally and in writing;
- Supervise, train, and evaluate the performance of subordinate staff, as assigned;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Work under moderate stress conditions;
- Maintain a driving record which meets Vehicle Code standards and is acceptable to the Department and its insurance carrier.

### **MINIMUM QUALIFICATIONS**

- Education:** Graduation from an accredited college or university with the equivalent to a Bachelor's Degree in Public Administration, Business Administration, Finance, or a closely related field.
- Experience:** Five (5) years of increasingly responsible experience in a professional administrative capacity including budget development and administration, contract administration, policy development, organizational analyses, and related functions; and ability to demonstrate word processing, database, and/or spreadsheet proficiency at an advanced level.

### **NECESSARY SPECIAL REQUIREMENTS**

Possession of a valid Class "C" California driver's license. For out of state applicants, a valid driver's license is required and a valid Class "C" California driver's license must be obtained within ten (10) days of appointment (CA Vehicle Code 12505c).

Possession of a Contract Management Certificate is highly desirable, or ability to obtain within one (1) year of appointment.

Possession of a National Contract Management Certificate is highly desirable.

Possession of a Notary Public Certification/License is highly desirable, or ability to obtain within six (6) months of appointment.

### **PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS**

Work involves exposure to potential physical harm, hazardous chemicals, and infectious disease. There is frequent need to stand, sit, stoop, walk, and perform other similar actions during the course of the workday. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

Incumbent requires sufficient mobility to work in an office setting and operate office equipment, transport materials and supplies weighing up to 25 pounds, and to travel to various locations. Must be able to see in the normal visual range with or without correction with vision sufficient to read small print, computer screens, and other printed documents. Must be able to hear in the normal audio range with or without correction. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

**Job Description:**  
BOWC Approved: \_\_\_\_\_

**SAN BERNARDINO MUNICIPAL WATER DEPARTMENT  
CLASSIFICATION SPECIFICATION**

**TITLE: FLEET/WAREHOUSE SUPERVISOR**

**DATE: 9/22/2014**

**JOB CODE: 51782**

**FLSA STATUS: EXEMPT**

**UNIT REPRESENTATION: MID-MGMT**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**DUTIES SUMMARY**

Under general direction, to schedule, monitor, and supervise the work of the Fleet and Warehouse sections, including the receipt, unloading, unpacking, storing, issuing, packing, loading, and delivery of tools, supplies, equipment and materials and mechanical repair on automotive equipment and other gas and diesel powered construction and maintenance equipment; to perform accurate record keeping of stored inventory; to supervise and coordinate the activities of subordinates performing and assisting in these functions; and to perform related work as required.

**DISTINGUISHING CHARACTERISTICS**

The single position class of Fleet/Warehouse Supervisor is the supervisory level in the Fleet and Equipment Maintenance Series responsible for managing the acquisition and maintenance of Department vehicles; ensuring safe operations and compliance with regulations relating to the storage and disposal of hazardous substances and vehicle requirements; supervising central warehouse activities and inventory; and researching and preparing a variety of studies and reports related to current and long-range Department fleet needs and requirements and developing recommendations/proposals to meet them. Supervision is received from the Deputy General Manager or designee. Supervision is exercised over equipment mechanics, technical, and administrative/clerical staff as assigned.

**EXAMPLES OF DUTIES**

*The following duties are typical essential duties for positions in this classification. Any single position may not perform all of these duties and/or may perform similar related duties not listed here:*

- Provide courteous and expeditious customer service to the general public and City and Department staff;
- Routinely adhere to and maintain a positive attitude toward City and Department goals;
- Plan, schedule, monitor, and supervise the work of staff assigned to the Fleet section;
- Plan, schedule, monitor, and supervise the operation of a warehouse and yards storage facility;

- Set work priorities, train, evaluate, select and recommend advancement and discipline of subordinates;
- Participate in the development, implementation, and maintenance of Department goals, objectives, policies, and procedures; review and evaluate work methods and procedures for improving organizational performance;
- Coordinate the selection, orientation, training, and evaluation programs for new equipment; if training cannot be completed in-house, coordinate with and outside vendor or with the Safety Manager if safety is a concern;
- Establish storekeeping methods, arrangement of warehouse, and record keeping methods;
- Receive, unload, unpack, store, and maintain a variety of tools, supplies, equipment, and materials;
- Pack, load, ship, and deliver tools, supplies, equipment, and materials;
- Issue tools, supplies, and equipment;
- Inspect incoming shipments to ensure that the quantity and quality of goods received conform to requisition specifications, invoices, purchase orders, shipping documents, and/or packing slips;
- Notify Buyer, or designee, when warehouse stocks reach a minimum level;
- Coordinate delivery dates with vendors;
- Operate a forklift, pallet jack, hand truck, and light truck in placing or moving stock;
- Dispose of surplus and obsolete materials;
- Prepare requisitions for replacement of tools, supplies, equipment, and materials;
- Interpret purchase orders for compliance with terms;
- Maintain records of supplies, equipment, and materials received, stored, and issued;
- Maintain files of stock descriptions and purchase orders;
- Oversee interoffice mail delivery, ensuring timely delivery/pick-up;
- Direct fleet maintenance and repair activities including planning, estimating, scheduling, inspecting, and monitoring work performed;
- Develop annual budget for the Fleet section; review budget requirements for all divisions for vehicle needs/purchases/supplies.
- Maintain records of repairs and maintenance work performed on each vehicle and piece of Department equipment;
- Prepare Monthly Regulatory Compliance Reports for AQMD, CHP, SB County Hazardous Materials, and others as directed;
- Ensure workplace health and safety requirements are met; ensure the Department's safety program and goals are implemented and carried out in the warehouse and Fleet section; propose safety requirements to be followed in the maintenance and repair of vehicles and equipment;
- Monitor developments related to equipment and vehicle acquisition and maintenance, evaluate impact, and implement policy and procedure improvements; analyze proposed state and federal law,

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regulations, and court decisions for their impact on Department practices and operations; recommend and implement policy and procedure changes consistent with requirements;

- Ensure activities of the Fleet section are in compliance with ASHA, AQMD, Air Resources Board, Fire Department regulations, County regulations, and other applicable regulations;
- Direct or conduct research and analysis of the Department's Fleet needs and requirements and recommend appropriate actions and implement programs;
- Serve as a liaison for the Fleet section with other Divisions, sections, vendors, and outside agencies; negotiate and resolve sensitive and controversial issues;
- Monitor and maintain fuel and fluids inventories;
- Prepare monthly operational reports for the Department's vehicles and equipment;
- Record daily shop labor hours for each job;
- Requisition supplies, parts, gas, diesel fuel, and oil as necessary;
- Advise Deputy General Manager or designee of repair work to be contracted out;
- Inspect and diagnose mechanical defects in automobiles, trucks, tractors, backhoes, skip loaders, cranes, trenching machines, air compressors, welding equipment and other mechanical equipment used in water system maintenance and construction;
- Oversee the disassembling of motors and general overhauling, valve grinding, ignition and carburetor system adjustments, and transmission and differential overhauls;
- Supervise the repairing of generators, starters, universal joints, lighting systems, wheel bearings, hydraulic systems, and fuel pumps;
- Make or oversee emergency repairs out of the shop;
- Oversee repairs of vehicles, equipment and power lawnmowers, cement saws, and portable pumps;
- Establish standards of performance for each position supervised; conduct performance evaluations; check and correct work in progress and upon completion;
- Perform the more difficult work of the units;
- Implement vehicle procurement strategy and policies; forecast vehicle needs;
- Inspect/maintain mechanical equipment and vehicles; maintain an adequate amount of properly serviced vehicles that comply with all environmental requirements; prepare documents to license Department vehicles;
- Develop and maintain effective working relationships with suppliers;
- Operate Department vehicles; and
- Perform related work as required.

## **QUALIFICATIONS**

*Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:*

**Knowledge of:**

- Principles, methods, and practices pertaining to the operation of an equipment maintenance and repair shop;
- Principles and methods used in a program of preventive maintenance;
- Principles of organization, supervision, and employee training;
- Supervision, operation, maintenance, and scheduling of equipment repair work;
- Storeroom procedures to include receiving, inspecting, storing, issuing, packing, and shipping of supplies;
- Stock record and control methods and procedures;
- Inventory methods;
- Computer experience with knowledge of Microsoft Office programs;
- Appropriate safety precautions and procedures;
- Department of Transportation Class "A" and "B" vehicle inspection regulations and reporting requirements;
- Regulatory compliance requirements for OSHA, AQMD, Air Resources Board, Fire Department, CHP, SB County Hazardous Materials;
- Proper English usage, spelling, grammar, and punctuation;
- Business math;
- Record keeping methods;
- Maintenance and replacement of utility fleet;

**Ability to:**

- Supervise and train others in the daily technical and administrative support activities of the warehouse and Fleet and Equipment Maintenance Section;
- Maintain accurate records of materials, supplies, and equipment received, stored, and issued;
- Plan arrangement of store and warehouse to physically handle a variety of materials, supplies, and equipment;
- Estimate future supply needs and develop procedures to ensure that adequate stock levels are maintained;
- Make arithmetic calculations with accuracy;
- Perform manual labor;
- Operate a forklift;
- Plan, direct, and assist when necessary in a variety of mechanical maintenance and repair work;

- Plan and schedule work assignments; set priorities for, provide training for, evaluate, select, and recommend advancement and discipline of subordinates;
- Supervise the diagnosis and inspection of mechanical equipment trouble and determine necessary repairs;
- Estimate labor and material costs and requirements for major mechanical maintenance;
- Supervise and schedule a preventative maintenance program and maintain accurate records;
- Make decisions and complete assignments;
- Understand and carry out oral and written instructions;
- Establish and maintain effective relationships with those contacted in the course of work;
- Communicate effectively with subordinates, peers, and superiors in oral and written English;
- Prepare clear, concise, and accurate oral and written reports;
- Read, understand, and apply complex materials;
- Work independently;
- Proficiently use personal computers using MS Office software;
- Adhere to and comply with safety standards and the proper use of safety equipment;
- Maintain a driving record which meets Vehicle Code Standards and is acceptable to the Department and its insurance carrier;
- Operate vehicles and construction equipment observing legal and defensive driving practices;
- Respond to emergency situations and after hour service calls; and
- Work under moderate stress conditions.

### **MINIMUM QUALIFICATIONS**

*An employee within this classification may be designated as a "key responder" and as such shall be required to respond to non-normal working hour emergency operational conditions.*

Education: Graduation from high school or G-E-D-equivalent.

And

Experience: A minimum of three (3) years of increasingly responsible experience in a supervisory or lead capacity in the receipt, storage, inventory, and issuance of tools, supplies, equipment and materials in a central warehouse or stockroom operation and with the ability to make fleet decisions on the purchase of vehicles and construction equipment, working with fleet department mechanics, and an understanding of the mechanical principles of vehicles and construction equipment repairs. Experience in a government setting is preferred.

**NECESSARY SPECIAL REQUIREMENTS**

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Must possess and maintain a valid Class "C" California driver's license at time of appointment. Note: For out-of-state applicants, a valid driver's license is required, and a valid Class "C" California driver's license is required within ten (10) days after appointment (Vehicle Code 12505c).

**PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS**

Work involves moderately heavy physical labor and exposure to potential physical harm, hazardous chemicals, and infectious disease. Incumbents may work in a variety of environmental conditions, indoors and out, including wide temperature variations, noise, vibrations, fumes, odors, and dust. There is frequent need to stand, sit, stoop, walk, and perform other similar actions during the course of the workday. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

Incumbents require sufficient mobility to work in a garage, warehouse, and/or field setting and operate heavy equipment, transport materials and supplies weighing up to 50 pounds, and to travel to various locations. Must be able to see in the normal visual range with or without correction with vision sufficient to read small print, computer screens and other printed documents. Must be able to hear in the normal audio range with or without correction. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

**CAREER LADDER**

**From:** Fleet/Warehouse Supervisor

**To:** Purchasing Supervisor

**Job Description:**

BOWC Approved:	<u>12/16/1997</u>
Rev:	<u>8/23/2005</u>
Rev/Title Change Appr:	<u>12/20/2011</u>
Rev/Title Change Appr:	<u>8/19/2014</u>
Rev. Appr.	

**Testing Standards:** CS App Review/CS Supp App Review

CSB Approved:	<u>9/25/2001</u>
CS-Oral Board removed by CSB action:	<u><del>4/12/2016</del></u>

# **SAN BERNARDINO MUNICIPAL WATER DEPARTMENT CLASSIFICATION SPECIFICATION**

**TITLE: FLEET/WAREHOUSE SUPERVISOR**

**DATE: JOB CODE: 51782**

**FLSA STATUS: EXEMPT UNIT REPRESENTATION: MID-MGMT**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

## **DUTIES SUMMARY**

Under general direction, to schedule, monitor, and supervise the work of the Fleet and Warehouse sections, including the receipt, unloading, unpacking, storing, issuing, packing, loading, and delivery of tools, supplies, equipment and materials and mechanical repair on automotive equipment and other gas and diesel powered construction and maintenance equipment; to perform accurate record keeping of stored inventory; to supervise and coordinate the activities of subordinates performing and assisting in these functions; and to perform related work as required.

## **DISTINGUISHING CHARACTERISTICS**

The single position class of Fleet/Warehouse Supervisor is the supervisory level in the Fleet and Equipment Maintenance Series responsible for managing the acquisition and maintenance of Department vehicles; ensuring safe operations and compliance with regulations relating to the storage and disposal of hazardous substances and vehicle requirements; supervising central warehouse activities and inventory; and researching and preparing a variety of studies and reports related to current and long-range Department fleet needs and requirements and developing recommendations/proposals to meet them. Supervision is received from the Deputy General Manager or designee. Supervision is exercised over equipment mechanics, technical, and administrative/clerical staff as assigned.

## **EXAMPLES OF DUTIES**

*The following duties are typical essential duties for positions in this classification. Any single position may not perform all of these duties and/or may perform similar related duties not listed here:*

- Provide courteous and expeditious customer service to the general public and City and Department staff;
- Routinely adhere to and maintain a positive attitude toward City and Department goals;
- Plan, schedule, monitor, and supervise the work of staff assigned to the Fleet section;
- Plan, schedule, monitor, and supervise the operation of a warehouse and yards storage facility;

- Set work priorities, train, evaluate, select and recommend advancement and discipline of subordinates;
- Participate in the development, implementation, and maintenance of Department goals, objectives, policies, and procedures; review and evaluate work methods and procedures for improving organizational performance;
- Coordinate the selection, orientation, training, and evaluation programs for new equipment; if training cannot be completed in-house, coordinate with and outside vendor or with the Safety Manager if safety is a concern;
- Establish storekeeping methods, arrangement of warehouse, and record keeping methods;
- Receive, unload, unpack, store, and maintain a variety of tools, supplies, equipment, and materials;
- Pack, load, ship, and deliver tools, supplies, equipment, and materials;
- Issue tools, supplies, and equipment;
- Inspect incoming shipments to ensure that the quantity and quality of goods received conform to requisition specifications, invoices, purchase orders, shipping documents, and/or packing slips;
- Notify Buyer, or designee, when warehouse stocks reach a minimum level;
- Coordinate delivery dates with vendors;
- Operate a forklift, pallet jack, hand truck, and light truck in placing or moving stock;
- Dispose of surplus and obsolete materials;
- Prepare requisitions for replacement of tools, supplies, equipment, and materials;
- Interpret purchase orders for compliance with terms;
- Maintain records of supplies, equipment, and materials received, stored, and issued;
- Maintain files of stock descriptions and purchase orders;
- Oversee interoffice mail delivery, ensuring timely delivery/pick-up;
- Direct fleet maintenance and repair activities including planning, estimating, scheduling, inspecting, and monitoring work performed;
- Develop annual budget for the Fleet section; review budget requirements for all divisions for vehicle needs/purchases/supplies.
- Maintain records of repairs and maintenance work performed on each vehicle and piece of Department equipment;
- Prepare Monthly Regulatory Compliance Reports for AQMD, CHP, SB County Hazardous Materials, and others as directed;
- Ensure workplace health and safety requirements are met; ensure the Department's safety program and goals are implemented and carried out in the warehouse and Fleet section; propose safety requirements to be followed in the maintenance and repair of vehicles and equipment;
- Monitor developments related to equipment and vehicle acquisition and maintenance, evaluate impact, and implement policy and procedure improvements; analyze proposed state and federal law,

regulations, and court decisions for their impact on Department practices and operations; recommend and implement policy and procedure changes consistent with requirements;

- Ensure activities of the Fleet section are in compliance with ASHA, AQMD, Air Resources Board, Fire Department regulations, County regulations, and other applicable regulations;
- Direct or conduct research and analysis of the Department's Fleet needs and requirements and recommend appropriate actions and implement programs;
- Serve as a liaison for the Fleet section with other Divisions, sections, vendors, and outside agencies; negotiate and resolve sensitive and controversial issues;
- Monitor and maintain fuel and fluids inventories;
- Prepare monthly operational reports for the Department's vehicles and equipment;
- Record daily shop labor hours for each job;
- Requisition supplies, parts, gas, diesel fuel, and oil as necessary;
- Advise Deputy General Manager or designee of repair work to be contracted out;
- Inspect and diagnose mechanical defects in automobiles, trucks, tractors, backhoes, skip loaders, cranes, trenching machines, air compressors, welding equipment and other mechanical equipment used in water system maintenance and construction;
- Oversee the disassembling of motors and general overhauling, valve grinding, ignition and carburetor system adjustments, and transmission and differential overhauls;
- Supervise the repairing of generators, starters, universal joints, lighting systems, wheel bearings, hydraulic systems, and fuel pumps;
- Make or oversee emergency repairs out of the shop;
- Oversee repairs of vehicles, equipment and power lawnmowers, cement saws, and portable pumps;
- Establish standards of performance for each position supervised; conduct performance evaluations; check and correct work in progress and upon completion;
- Perform the more difficult work of the units;
- Implement vehicle procurement strategy and policies; forecast vehicle needs;
- Inspect/maintain mechanical equipment and vehicles; maintain an adequate amount of properly serviced vehicles that comply with all environmental requirements; prepare documents to license Department vehicles;
- Develop and maintain effective working relationships with suppliers;
- Operate Department vehicles; and
- Perform related work as required.

## **QUALIFICATIONS**

*Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:*

**Knowledge of:**

- Principles, methods, and practices pertaining to the operation of an equipment maintenance and repair shop;
- Principles and methods used in a program of preventive maintenance;
- Principles of organization, supervision, and employee training;
- Supervision, operation, maintenance, and scheduling of equipment repair work;
- Storeroom procedures to include receiving, inspecting, storing, issuing, packing, and shipping of supplies;
- Stock record and control methods and procedures;
- Inventory methods;
- Computer experience with knowledge of Microsoft Office programs;
- Appropriate safety precautions and procedures;
- Department of Transportation Class "A" and "B" vehicle inspection regulations and reporting requirements;
- Regulatory compliance requirements for OSHA, AQMD, Air Resources Board, Fire Department, CHP, SB County Hazardous Materials;
- Proper English usage, spelling, grammar, and punctuation;
- Business math;
- Record keeping methods;
- Maintenance and replacement of utility fleet;

**Ability to:**

- Supervise and train others in the daily technical and administrative support activities of the warehouse and Fleet and Equipment Maintenance Section;
- Maintain accurate records of materials, supplies, and equipment received, stored, and issued;
- Plan arrangement of store and warehouse to physically handle a variety of materials, supplies, and equipment;
- Estimate future supply needs and develop procedures to ensure that adequate stock levels are maintained;
- Make arithmetic calculations with accuracy;
- Perform manual labor;
- Operate a forklift;
- Plan, direct, and assist when necessary in a variety of mechanical maintenance and repair work;

- Plan and schedule work assignments; set priorities for, provide training for, evaluate, select, and recommend advancement and discipline of subordinates;
- Supervise the diagnosis and inspection of mechanical equipment trouble and determine necessary repairs;
- Estimate labor and material costs and requirements for major mechanical maintenance;
- Supervise and schedule a preventative maintenance program and maintain accurate records;
- Make decisions and complete assignments;
- Understand and carry out oral and written instructions;
- Establish and maintain effective relationships with those contacted in the course of work;
- Communicate effectively with subordinates, peers, and superiors in oral and written English;
- Prepare clear, concise, and accurate oral and written reports;
- Read, understand, and apply complex materials;
- Work independently;
- Proficiently use personal computers using MS Office software;
- Adhere to and comply with safety standards and the proper use of safety equipment;
- Maintain a driving record which meets Vehicle Code Standards and is acceptable to the Department and its insurance carrier;
- Operate vehicles and construction equipment observing legal and defensive driving practices;
- Respond to emergency situations and after hour service calls; and
- Work under moderate stress conditions.

### **MINIMUM QUALIFICATIONS**

*An employee within this classification may be designated as a "key responder" and as such shall be required to respond to non-normal working hour emergency operational conditions.*

Education: Graduation from high school or equivalent,

And

Experience: A minimum of three (3) years of increasingly responsible experience in a supervisory or lead capacity in the receipt, storage, inventory, and issuance of tools, supplies, equipment and materials in a central warehouse or stockroom operation and with the ability to make fleet decisions on the purchase of vehicles and construction equipment, working with fleet department mechanics, and an understanding of the mechanical principles of vehicles and construction equipment repairs. Experience in a government setting is preferred.

## NECESSARY SPECIAL REQUIREMENTS

Must possess and maintain a valid Class "C" California driver's license at time of appointment. Note: For out-of-state applicants, a valid driver's license is required, and a valid Class "C" California driver's license is required within ten (10) days after appointment (Vehicle Code 12505c).

## PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

Work involves moderately heavy physical labor and exposure to potential physical harm, hazardous chemicals, and infectious disease. Incumbents may work in a variety of environmental conditions, indoors and out, including wide temperature variations, noise, vibrations, fumes, odors, and dust. There is frequent need to stand, sit, stoop, walk, and perform other similar actions during the course of the workday. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

Incumbents require sufficient mobility to work in a garage, warehouse, and/or field setting and operate heavy equipment, transport materials and supplies weighing up to 50 pounds, and to travel to various locations. Must be able to see in the normal visual range with or without correction with vision sufficient to read small print, computer screens and other printed documents. Must be able to hear in the normal audio range with or without correction. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

## CAREER LADDER

**From:** Fleet/Warehouse Supervisor

**To:** Purchasing Supervisor

### **Job Description:**

BOWC Approved:	<u>12/16/1997</u>
Rev:	<u>8/23/2005</u>
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Rev. Appr.	_____

### **Testing Standards:** CS App Review/CS Supp App Review

CSB Approved:	<u>9/25/2001</u>
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**San Bernardino Municipal Water Department**

**SALARY SCHEDULE**

**EFFECTIVE NOVEMBER 15, 2016**

MANAGEMENT and CONFIDENTIAL EMPLOYEES ARE:

Range	Unit	Position
325	M	General Manager
322	M	Deputy General Manager
320	M	Director of Finance
320	M	Director of Water Utility
320	M	Director of Water Reclamation
320	M	Director of Environmental and Regulatory Compliance
310	C	Human Resources Coordinator
309	C	Senior Administrative/Contracts Analyst
306	C	Executive Assistant to the General Manager
302	C	Senior Administrative Coordinator
300	C	Administrative Coordinator

RANGE	MINIMUM			MAXIMUM		
	\$/HOUR	\$/MONTH	\$/YEAR	\$/HOUR	\$/MONTH	\$/YEAR
300	\$24.3086	\$4,213.48	\$50,561.79	\$33.9620	\$5,886.74	\$70,640.93
301	\$25.5240	\$4,424.16	\$53,089.87	\$35.6601	\$6,181.08	\$74,172.98
302	\$26.8002	\$4,645.36	\$55,744.37	\$37.4431	\$6,490.14	\$77,881.62
303	\$28.1402	\$4,877.63	\$58,531.59	\$39.3152	\$6,814.64	\$81,775.71
304	\$29.5472	\$5,121.51	\$61,458.17	\$41.2810	\$7,155.37	\$85,864.49
305	\$31.0246	\$5,377.59	\$64,531.07	\$43.3451	\$7,513.14	\$90,157.72
306	\$32.5758	\$5,646.47	\$67,757.63	\$45.5123	\$7,888.80	\$94,665.60
307	\$33.1068	\$5,738.51	\$68,862.08	\$46.2542	\$8,017.39	\$96,208.65
308	\$34.7621	\$6,025.43	\$72,305.18	\$48.5669	\$8,418.26	\$101,019.08
309	\$36.5002	\$6,326.70	\$75,920.44	\$50.9952	\$8,839.17	\$106,070.04
310	\$38.3143	\$6,641.14	\$79,693.69	\$53.5350	\$9,279.39	\$111,352.70
311	\$40.2300	\$6,973.20	\$83,678.37	\$56.2117	\$9,743.36	\$116,920.34
312	\$42.2415	\$7,321.86	\$87,862.29	\$59.0281	\$10,231.54	\$122,778.47
313	\$44.3536	\$7,687.95	\$92,255.40	\$61.9795	\$10,743.12	\$128,917.39
314	\$46.5712	\$8,072.35	\$96,868.17	\$65.0785	\$11,280.27	\$135,363.26
315	\$48.8998	\$8,475.97	\$101,711.58	\$68.3324	\$11,844.29	\$142,131.42
316	\$51.3448	\$8,899.76	\$106,797.16	\$71.7490	\$12,436.50	\$149,238.00
317	\$53.9120	\$9,344.75	\$112,137.02	\$75.3365	\$13,058.32	\$156,699.90
318	\$56.6076	\$9,811.99	\$117,743.87	\$79.1033	\$13,711.24	\$164,534.89
319	\$59.4431	\$10,303.47	\$123,641.66	\$83.0574	\$14,396.62	\$172,759.40
320	\$70.4399	\$12,209.58	\$146,514.99	\$102.7038	\$17,801.99	\$213,623.90
321	\$73.9619	\$12,820.06	\$153,840.74	\$103.3439	\$17,912.94	\$214,955.33
322	\$81.0058	\$14,041.01	\$168,492.06	\$118.1096	\$20,472.33	\$245,667.97
323	\$85.0561	\$14,743.06	\$176,916.67	\$118.8571	\$20,601.90	\$247,222.76
324	\$89.3089	\$15,480.21	\$185,762.50	\$124.7999	\$21,631.99	\$259,583.90
325	\$93.7663	\$16,252.83	\$195,033.91	\$142.3077	\$24,666.67	\$296,000.02

Exhibit 1-H reflects an increase to ranges of 1.9% over schedule effective July 1, 2015.

**CITY OF SAN BERNARDINO  
MUNICIPAL WATER DEPARTMENT**

**BOARD OF WATER COMMISSIONERS  
STAFF REPORT**

**TO:** Stacey R. Aldstadt, General Manager

**FROM:** Robin L. Ohama, Deputy General Manager

**SUBJECT:** **PAY RATE CHANGE FOR STUDENT INTERN DUE TO MINIMUM WAGE INCREASE**

**DATE:** November 9, 2016

**CC:** Human Resources, Payroll

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**BACKGROUND:**

On April 4, 2016 Senate Bill No. 3 amending Section 1182.12 of the Labor Code was approved increasing the California minimum wage in increments annually until it reaches \$15 per hour in 2022. The minimum wage increases from \$10 per hour to \$10.50 per hour effective January 1, 2017. Student Interns are the only positions within the Department currently paid at the rate of \$10 per hour. Therefore, it is recommended that the hourly rate for the classification of Student Intern be increased to \$10.50 per hour effective January 1, 2017.

The General, Mid-Management, Part-Time Salary Schedule has been revised to reflect this change.

This change is included in the 2016/2017 budget.

**RECOMMENDATION:**

Staff recommends that the Board of Water Commissioners make the following motion:

- Approve the pay rate change for the classification of Student Intern (91903) from \$10 per hour to \$10.50 per hour effective January 1, 2017.

Respectfully submitted,



Robin L. Ohama  
Deputy General Manager

RLO/jr

Attachments: Revised General, Mid-Management, Part-Time Salary Schedule

City of San Bernardino Municipal Water Department  
Salary Schedule

**San Bernardino Municipal Water Department (SBMWD)  
Salary Schedule**

**General, Mid-Management, Part-Time**

Position Title	Grade	Grade Description	Monthly Minimum	Monthly Maximum
ACCOUNTING TECHNICIAN	132	GENERAL EMPLOYEES	3,088	3,953
ADMIN SERVICES MANAGER	268	MID MGMT EMPLOYEES	8,032	10,251
ASSOCIATE ENGINEER	162	GENERAL EMPLOYEES	6,477	8,292
ASSOCIATE ENGINEER W/P.E.	265	MID MGMT EMPLOYEES	7,458	9,519
BILLING COLLECTION SUPERVISOR	249	MID MGMT EMPLOYEES	5,024	6,412
BUYER	146	GENERAL EMPLOYEES	4,363	5,585
CONST PROJECT MANAGER	265	MID MGMT EMPLOYEES	7,458	9,519
CONTRACTS ANALYST	152	GENERAL EMPLOYEES	5,060	6,477
CUST SERVICE REP I - BILINGUAL	133	GENERAL EMPLOYEES	3,165	4,052
CUST SERVICE REP II- BILINGUAL	137	GENERAL EMPLOYEES	3,494	4,472
CUSTOMER SERVICE REP I	133	GENERAL EMPLOYEES	3,165	4,052
CUSTOMER SERVICE REP II	137	GENERAL EMPLOYEES	3,494	4,472
CUSTOMER SERVICE REP III	141	GENERAL EMPLOYEES	3,857	4,937
CUSTOMER SERVICE SUPERVISOR	258	MID MGMT EMPLOYEES	6,274	8,008
EIS SUPERINTENDENT	274	MID MGMT EMPLOYEES	9,314	11,888
ELECT/INSTRUMENT LEAD WORKER	161	GENERAL EMPLOYEES	6,319	8,089
ELECT/INSTRUMENT SUPERVISOR	268	MID MGMT EMPLOYEES	8,032	10,251
ELECTRICAL & INSTRUMENT TECH	153	GENERAL EMPLOYEES	5,187	6,639
ELECTRICAL REPAIRPERSON	139	GENERAL EMPLOYEES	3,670	4,699
ENERGY CONSERVATION TECH	140	GENERAL EMPLOYEES	3,762	4,816
ENGINEERING MANAGER	271	MID MGMT EMPLOYEES	8,649	11,039
ENGINEERING TECHNICIAN	147	GENERAL EMPLOYEES	4,472	5,725
ENVIRONMENTAL CONTROL ASST	140	GENERAL EMPLOYEES	3,762	4,816
ENVIRONMENTAL CONTROL OFFICER	268	MID MGMT EMPLOYEES	8,032	10,251
ENVIRONMENTAL CONTROL TECH	150	GENERAL EMPLOYEES	4,816	6,165
ENVIRONMENTAL SUPERVISOR	258	MID MGMT EMPLOYEES	6,274	8,008
EQUIP. MAINTENANCE LEADPERSON	144	GENERAL EMPLOYEES	4,153	5,316
EQUIPMENT MECHANIC I	136	GENERAL EMPLOYEES	3,409	4,363
EQUIPMENT MECHANIC II	140	GENERAL EMPLOYEES	3,762	4,816
FIELD & METER SVC SUPERVISOR	258	MID MGMT EMPLOYEES	6,274	8,008
FIELD & METER SVCS LEADPERSON	144	GENERAL EMPLOYEES	4,153	5,316
FIELD SERVICE REP I	134	GENERAL EMPLOYEES	3,244	4,153
FIELD SERVICE REP II	138	GENERAL EMPLOYEES	3,581	4,584
FLEET/WAREHOUSE SUPERVISOR	260	MID MGMT EMPLOYEES	6,592	8,413
GIS/DATABASE TECHNICIAN	150	GENERAL EMPLOYEES	4,816	6,165
GIS COORDINATOR	256	MID MGMT EMPLOYEES	5,972	7,622
HUMAN RESOURCES ANALYST	250	MID MGMT EMPLOYEES	5,150	6,572
HUMAN RESOURCES SPECIALIST	142	GENERAL EMPLOYEES	3,953	5,060
IT MANAGER	268	MID MGMT EMPLOYEES	8,032	10,251
IT SPECIALIST	150	GENERAL EMPLOYEES	4,816	6,165
METER READER I	134	GENERAL EMPLOYEES	3,244	4,153
METER READER II	138	GENERAL EMPLOYEES	3,581	4,584
OFFICE ASSISTANT	128	GENERAL EMPLOYEES	2,798	3,581

City of San Bernardino Municipal Water Department  
Salary Schedule

PAYROLL TECHNICIAN	140	GENERAL EMPLOYEES	3,762	4,816
PRINCIPAL ACCOUNTANT	262	MID MGMT EMPLOYEES	6,926	8,839
PRINCIPAL ENGINEER	270	MID MGMT EMPLOYEES	8,438	10,770
PRINCIPAL RATE ANALYST	254	MID MGMT EMPLOYEES	5,684	7,255
PURCHASING SUPERVISOR	268	MID MGMT EMPLOYEES	8,032	10,251
REGULATORY ANALYST	150	GENERAL EMPLOYEES	4,816	6,165
REGULATORY COMPLIANCE MGR	268	MID MGMT EMPLOYEES	8,032	10,251
RIX MECH/MAINT SUPERVISOR	262	MID MGMT EMPLOYEES	6,926	8,839
SAFETY MANAGER	270	MID MGMT EMPLOYEES	8,438	10,770
SCADA ANALYST	163	GENERAL EMPLOYEES	6,639	8,499
SCADA/INSTR SUPERVISOR	268	MID MGMT EMPLOYEES	8,032	10,251
SENIOR ACCOUNTANT	256	MID MGMT EMPLOYEES	5,972	7,622
SENIOR ACCOUNTING TECHNICIAN	140	GENERAL EMPLOYEES	3,762	4,816
SENIOR OFFICE ASSISTANT	136	GENERAL EMPLOYEES	3,409	4,363
SPECIAL PROJECTS COORDINATOR	256	MID MGMT EMPLOYEES	5,972	7,622
SR BUS SYSTEMS ANALYST	258	MID MGMT EMPLOYEES	6,274	8,008
SR ELECTRICAL/INSTR TECH	157	GENERAL EMPLOYEES	5,725	7,328
SR NETWORK ANALYST	258	MID MGMT EMPLOYEES	6,274	8,008
TECHNICAL ASSISTANT	140	GENERAL EMPLOYEES	3,762	4,816
WAREHOUSE LEADPERSON	146	GENERAL EMPLOYEES	4,363	5,585
WATER CONSERVATION COORDINATOR	245	MID MGMT EMPLOYEES	4,552	5,809
WATER QUALITY CONTROL ASST	142	GENERAL EMPLOYEES	3,953	5,060
WATER QUALITY CONTROL OFFICER	258	MID MGMT EMPLOYEES	6,274	8,008
WATER QUALITY CONTROL TECH	152	GENERAL EMPLOYEES	5,060	6,477
WATER QUALITY CONTROL WORKER	132	GENERAL EMPLOYEES	3,088	3,953
WATER RECLAMATION TRAINEE	128	GENERAL EMPLOYEES	2,798	3,581
WATER TREATMENT OPERATOR I	139	GENERAL EMPLOYEES	3,671	4,699
WATER TREATMENT OPERATOR II	143	GENERAL EMPLOYEES	4,052	5,187
WATER TREATMENT SUPERVISOR	258	MID MGMT EMPLOYEES	6,274	8,008
WATER UTILITY SUPERVISOR	258	MID MGMT EMPLOYEES	6,274	8,008
WATER/WATER RECLAMATION WORKER	124	GENERAL EMPLOYEES	2,534	3,244
WELDER/PIPEFITTER	144	GENERAL EMPLOYEES	4,153	5,316
WR FACILITIES MAINT LEADPERSON	147	GENERAL EMPLOYEES	4,472	5,725
WR FACILITIES MAINT SUPERVISOR	253	MID MGMT EMPLOYEES	5,546	7,078
WR LEAD OPERATOR	159	GENERAL EMPLOYEES	6,015	7,699
WR MAINTENANCE PLANNER	154	GENERAL EMPLOYEES	5,316	6,805
WR MAINTENANCE SUPERINTENDENT	268	MID MGMT EMPLOYEES	8,032	10,251
WR MECH/MAINT LEADPERSON	158	GENERAL EMPLOYEES	5,868	7,512
WR MECH/MAINT SUPERVISOR	262	MID MGMT EMPLOYEES	6,926	8,839
WR OPERATIONS SUPERINTENDENT	276	MID MGMT EMPLOYEES	9,786	12,490
WR OPERATIONS MANAGER - FLEX	274	MID MGMT EMPLOYEES	9,314	11,888
WR OPERATOR	143	GENERAL EMPLOYEES	4,052	5,187
WR PLANT MECHANIC I	146	GENERAL EMPLOYEES	4,364	5,585
WR PLANT MECHANIC II	150	GENERAL EMPLOYEES	4,816	6,165
WR PLANT MECHANIC III	154	GENERAL EMPLOYEES	5,316	6,805
WR PLANT SUPERVISOR	266	MID MGMT EMPLOYEES	7,645	9,757
WR PROCESS CONTROL SUPERVISOR	261	MID MGMT EMPLOYEES	6,757	8,624

City of San Bernardino Municipal Water Department  
Salary Schedule

WR RIX SUPERVISOR	264	MID MGMT EMPLOYEES	7,276	9,287
WR SCADA SYSTEM OPERATOR	152	GENERAL EMPLOYEES	5,060	6,477
WR SENIOR OPERATOR	157	GENERAL EMPLOYEES	5,725	7,328
WTR TRMT OPERATOR LEADPERSON	148	GENERAL EMPLOYEES	4,584	5,868
WU DIST SUPERINTENDENT	268	MID MGMT EMPLOYEES	8,032	10,251
WU LEAD WORKER	148	GENERAL EMPLOYEES	4,584	5,868
WU OPERATIONS SUPERINTENDENT	268	MID MGMT EMPLOYEES	8,032	10,251
WU PAINTER II	136	GENERAL EMPLOYEES	3,409	4,363
WU WORKER I	132	GENERAL EMPLOYEES	3,088	3,953
WU WORKER II	138	GENERAL EMPLOYEES	3,581	4,584
WU WORKER III	142	GENERAL EMPLOYEES	3,953	5,060

**Part-Time**

Position Title	Grade	Grade Description	Minimum Hourly	Maximum Hourly
P/T CUST SERVICE REP-BILINGUAL	933	REG PART TIME EMPLOYEES	18.26	23.38
P/T CUSTOMER SERV REP	933	REG PART TIME EMPLOYEES	18.26	23.38
P/T OFFICE ASSISTANT	928	REG PART TIME EMPLOYEES	16.14	20.66
P/T TECHNICAL ASSISTANT	940	REG PART TIME EMPLOYEES	21.71	27.79
ENGINEERING STUDENT INTERN	100	TEMPORARY PART TIME	15.00	15.00
STUDENT INTERN	100	TEMPORARY PART TIME	10.50	10.50

BOWC Approved:

Effective: 1/1/2017

RECEIVED  
NOV - 9 2016

**CITY OF SAN BERNARDINO  
MUNICIPAL WATER DEPARTMENT**

BOARD OF WATER COMMISSIONERS  
STAFF REPORT

**TO:** Stacey R. Aldstadt, General Manager

**FROM:** Miguel J. Guerrero, P.E., Director of Water Utility

**SUBJECT:** **APPROVAL OF AGREEMENT WITH PENCE CONSTRUCTION, INC. FOR DESIGN BUILD SERVICES/CUSTOMER SERVICE RELOCATION PROJECT AT 1350 SOUTH "E" STREET**

**DATE:** November 3, 2016

**COPIES:** Robin Ohama (w/o attach), Terri Willoughby (w/o attach), John Claus (w/o attach), Jennifer Shepardson (w/o attach), Greg Gage (w/attach)

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**BACKGROUND:**

In January 2016, the Department began planning for relocation of its Customer Service, Cashiering, and Field and Meter Service sections from City Hall to facilities at 1350 South "E" Street. This process was necessitated by the City's planned seismic retrofit of City Hall, which requires that all personnel relocate to other buildings while the City Hall building undergoes structural modifications.

Recently, the City Manager's Office notified the Department that its planned relocation schedule for all City Hall personnel would be accelerated, and that, if possible, all personnel would be relocated to other facilities outside City Hall by the end of calendar year 2016. Although this schedule goal appears overly optimistic, it is clear that an acceleration of the Department's relocation for its personnel is necessary.

In October 2016, the Department issued a Request for Proposal (RFP) (Specification 1663) for Design Build Services for the Customer Service Relocation project at 1350 South E Street. Out of the five (5) prequalified contractors, two (2) contractors submitted proposals in response to the RFP. As a result of staff review and ranking of the proposals, the firm with the highest overall score was Pence Construction, Inc. Pence Construction, Inc. has extensive experience with similar projects and demonstrated a thorough understanding of the project requirements in its proposal and the accelerated time schedule for completion.

In order to complete the final design and construction process by April 30, 2017, Pence Construction will coordinate final design with Miller Architectural Corporation and the Department, while concurrently performing initial construction tasks already covered by the preliminary construction documents. This overlapping process is the mechanism which will allow for an accelerated completion schedule for the project.

Stacey R. Aldstadt, General Manager

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November 3, 2016

**SUBJECT: APPROVAL OF AGREEMENT WITH PENCE CONSTRUCTION, INC.  
FOR DESIGN BUILD SERVICES/CUSTOMER SERVICE RELOCATION  
PROJECT AT 1350 SOUTH "E" STREET**

**FISCAL IMPACT:**

This project is budgeted in the Fiscal Year 2016/2017 Capital Improvement Budgets for Water and Water Reclamation, contingent on the issuance of revenue bonds, and was included in the Department's revenue bond issuance as presented to the Board on October 4, 2016 (Water Utility) and October 18, 2016 (Water Reclamation Utility).

The base amount for design-build submitted by Pence Construction, Inc. is \$4,239,111.00. This includes final design, interior and exterior construction, and backbone infrastructure for information technology and security infrastructure. In addition, this amount includes \$380,440.00 for accelerated construction with final completion no later than April 30, 2017.

**RECOMMENDATION:**

Staff recommends that the Board of Water Commissioners make the following motion:

- **Approve a design-build agreement with Pence Construction, Inc. with a Guaranteed Maximum Price (GMP) of \$4,239,111.00 for the Customer Service Relocation Project at 1350 South "E" Street; and**
- **Authorize the General Manager to negotiate final contract terms and conditions upon completion of architectural design and to execute the contract.**

Respectfully submitted,



Miguel J. Guerrero, P.E.  
Director, Water Utility

MJG:gg:swd  
Attach.



*444 W. RIALTO AVE.  
SUITE "D"  
SAN BERNARDINO, CALIFORNIA 92401*

**SPECIFICATION NO. 1663**

**REQUEST FOR PROPOSALS FOR THE DESIGN/BUILD SERVICES  
ON THE CUSTOMER SERVICE SECTION RELOCATION  
PROJECT AT 1350 SOUTH "E" STREET, SAN BERNARDINO,  
CALIFORNIA**

**TO BE OPENED ON NOVEMBER 1, 2016, 1:30 P.M.**

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**CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT  
SAN BERNARDINO, CA**

**REQUEST FOR PROPOSAL FOR  
DESIGN/BUILD SERVICES ON  
THE CUSTOMER SERVICE SECTION RELOCATION PROJECT AT  
1350 SOUTH E STREET  
SAN BERNARDINO, CALIFORNIA  
SPECIFICATION NO. 1663**

**GENERAL**

The San Bernardino Municipal Water Department is requesting Proposals to provide design-build services for the Customer Service Section Relocation Project (the "Project").

The Customer Service Section of the City of San Bernardino Municipal Water Department (Department or SBMWD) will be relocating into an existing two-building facility located at 1350 South E Street in San Bernardino, CA. The 43 assigned staff members of the Customer Service Section are currently located within the City Hall facility on the second and fifth floors. The Department has retained Miller Architectural Corporation to prepare the schematic design and a preliminary site plan. The 1350 South E Street facility is comprised of a main building of approximately 9,000 square feet with an auxiliary building of approximately 2,500 square feet.

Work associated with the Project will include, but is not limited to the following:

**Demolition of:**

- Portions of paving, landscaping, concrete water feature and patio, curb, gutter & sidewalk
- Existing interior walls, ceilings, windows, doors, roofing, roof sheathing, trusses and insulation
- Plumbing fixtures and some pipe
- HVAC ductwork and equipment
- Electrical conduit, service gear and lighting

**New site work will include:**

- Grading and paving for additional parking
- Exterior walks, curbs and gutters
- Landscape and irrigation system
- Improvements to assure compliance with accessibility laws
- Parking lighting and walking path lighting
- Installation of conduit, and boxes for security (ACS, PDS, CCTV)
- Coordination with Departments Security Contractor – CCTV, PDS, ACS

New construction at the 9,000 SF building will consist of:

- Enclosing an existing patio that is presently flanked on the north and south by existing office space and provided a finished ready-to-occupy space
- New exterior and interior walls, doors, windows and finishes
- Reroofing the existing building
- Millwork with ballistic glazing and panels
- Finishes include but are not limited to:
  - Carpet, ceramic tile, gypsum board, acoustical ceilings, paint
  - New plumbing lines and fixtures
  - New mechanical equipment, controls and ductwork
  - New Electrical main service panel and subpanels, conduit, cabling & lighting
  - Cabling and Raceways for IT, security and communication
  - Installation of conduit, and boxes for phone, data and security (ACS, PDS, CCTV)
  - Security and fire alarm systems
  - CMU Vault
- Coordination with Departments Security Contractor – CCTV, PDS, ACS
- Coordination with Departments furniture installation

New construction at the auxiliary building will consist of:

- Upgraded power
- Heating and Cooling as required for the Communications Room to maintain 72 degrees Fahrenheit
- New exterior doors
- Roof repair/replacement
- New interior walls, door, and finishes for new communication room
- Installation of conduit, and boxes for phone, data and security (ACS, PDS, CCTV)
- Coordination with Departments Security Contractor – CCTV, PDS, ACS

The Design Development documents are included in **Exhibit A**.

Special attention shall be exercised in the review of the Scope of Work noted in this Request for Proposal (RFP) to ensure that all elements have been properly addressed.

The scope of work shall include, but may not be limited to the following:

- The Respondent (Design-Build Entity, DBE, “Team”) will be required to complete the design drawings and specifications.
- Provide construction services for all improvements required for this Project as preliminarily outlined in this RFP and as designed by the successful Respondent, such that a fully operational and functional building is delivered.
- The Design shall include all calculations, drawings, and technical specifications necessary to meet the requirements in the RFP.
- During Proposal preparation, the Department will allow Respondents access to the site (including the building interior) to field-verify existing conditions and aid in the development of their Proposals. Field/Site visits will be scheduled as indicated on

PlanetBids. All Respondents interested in visiting the site shall utilize this date for the visit. Design Building team represents that they have carefully studied and compared the Schematic Design Documents. Design Build Team understands the Documents and the proposal is fully in accordance with the requirements and intent of those documents,

- Design Build Team has thoroughly examined the site and any building located thereon, has become familiar with local conditions which might directly or indirectly affect the contract work, and has correlated its personal observations with the requirements of the proposed Contract Documents.
- Proposal is based on the materials, equipment, and systems required by the project
- Obtain any required permits necessary to complete the design and construction of the Customer Service Section Relocation Project.

### **DEPARTMENT-PROVIDED INFORMATION**

The Department has assembled the following information about the Project (collectively, the “RFP Documents”) for review by the Respondent:

1. This RFP
2. Exhibit A, DESIGN DEVELOPMENT DOCUMENTS, prepared by Miller Architecture, dated October 4, 2016.
3. Exhibit B, WATER QUALITY MANAGEMENT PLAN, prepared by Ludwig Engineering, dated August 1, 2016.
4. Exhibit C, GEOTECHNICAL INVESTIGATION REPORT, prepared by Converse Consultants, dated July 27, 2016.
5. Exhibit D, Proposal from Miller Architecture for Architecture and Structural Services dated August 5, 2016.
6. Exhibit E, Proposal from Community Works Design Group dated June 28, 2016.
7. Exhibit F, Performance Specifications
8. Exhibit G, Security and network layout for phone, data, conduit, boxes and Raceways for project.
9. Exhibit H, SBVMWD Building Addition, Utility Plan dated August 31, 2000.
10. Attachment A – RFP COVER PAGE AND DECLARATION
11. Attachment B – RESPONDENT’S TEAM QUALIFICATIONS
12. Attachment B1 – CRITICAL TEAM MEMBER EXPERIENCE
13. Attachment B2 – ADDITIONAL TEAM MEMBER EXPERIENCE
14. Attachment B3 – PROJECT DATA SHEET
15. Attachment C – PROJECT SCHEDULE AND WORK PLAN
16. Attachment D – PROJECT COST
17. Attachment D1 – PROJECT COST TABLE AND STAFFING MATRIX
18. Table D1 – PROJECT COST TABLE
19. Attachment D2 – SUPERVISORY AND ADMINISTRATIVE STAFF LABOR RATE TABLE
20. Table D2 – SUPERVISORY AND ADMINISTRATIVE STAFF LABOR RATE BREAKDOWN
21. Attachment D3 – LABOR RATES FOR SELF-PERFORMED WORK (CRAFT LABOR ONLY)

## 22. Table D3 – SELF-PERFORMED WORK HOURLY LABOR RATE BREAKDOWN

However, the RFP Documents are subject to change. The Department will provide notice of any changes to the RFP via addenda to be issued through Planet Bids bidding portal. Any information provided to Respondents during the course of the RFP process, including the documents enumerated in this Section, is provided only for your use in preparing your Proposal. Respondents shall independently evaluate the information for their use in preparing the Proposal and shall be solely responsible for their use or interpretation of the information.

### **QUALIFICATIONS**

**Qualification Information** - Each Respondent, or Design-Build Team (DBE comprised of various firms), must provide current, accurate, and complete information about all of the following in support of its Proposal.

#### **1. Financial Capacity**

- 1.1 All firms shall be licensed and registered to perform design and construction services in the State of California. Copies of appropriate documents are to be included in the Statement of Qualifications.
- 1.2 All firms shall indicate their form of business (e.g., corporation, partnership, joint venture, or sole proprietorship). The Team shall provide a copy of their last financial statements, and quarterly updates if available. If the design builder is a joint venture, the lead architect and contractor of the team shall provide their financial statements.
- 1.3 All firms shall disclose their arbitration and litigation claim history. Claims that are unresolved but still pending are not required to be submitted.
- 1.4 All firms will prove ability to provide professional liability insurance in the amounts of \$2,000,000 (US Dollars). All firms will prove ability to provide certificates of general liability insurance on the Owner's form in the minimum amounts of \$5,000,000 per occurrence and an excess Umbrella Liability policy in the amount of \$5,000,000.

#### **2. Team Experience**

The Respondent will prepare and submit information pertaining to their Team's Qualifications which will identify the experience of the Respondent and its Team Members (Attachments B, B1, B2, and B3) Provide evidence of common experience between the key member firms on Projects of similar scope and complexity. Each Team Member, individually, shall have successfully completed (built and occupied) projects as part of the Proposed Team. A lack of prior experience and/or working together on comparable projects may hinder your overall score.

Provide a list of all sub consulting firms to be utilized on this Project.

#### **3. Qualifications of Key Personnel**

- 3.1 Provide a two-page resume for each key personnel member: including Project Executive, Project Manager, Architect, and Superintendent. Resume shall describe experience relating to similar types of work, including professional certifications.
- 3.2 After submission of the Proposal, selected Respondent may not make any significant changes in the composition of the Team's members (ie: personnel assignments / modification of roles and responsibilities) without the Department's expressed, written approval.

#### **4. Knowledge of Design-Build Process**

- 4.1 The Respondent shall demonstrate their experience with the design build delivery method, including familiarity with the process, risks, responsibilities, and types of participants on both the Owner's and design build teams.
- 4.2 "Evidence" shall include a portfolio of the firm's projects that utilized the design-build delivery method with contact references (including email and current telephone number) for the Owner of each listed Project.

### **SCOPE OF WORK**

#### **Task 1 – Development of Construction Documents**

At a minimum, Task 1 shall include the following subtasks:

##### **1.1 Completion of the Design**

Using the schematic design and a preliminary site plan developed during the initial programming phase ("Exhibit A"), complete design to a 50% Design Level and a Final Design Level. The successful Respondent shall secure the services of all design professionals (architectural, structural, electrical, HVAC, plumbing, electrical, civil, etc.) required to provide a complete set of conformed documents ready for construction. The design shall comply with the latest state and local codes as necessary or required. SBMWD has attached a proposal from Miller Architecture that shall be used for Architectural services during the project ("Exhibit D"). The cost includes work associated with the Architectural and Structural design, as well as services detailed in Tasks 4 thru 10. Contractor shall include this number in his fee.

The Department, as part of the Design Development, has retained the Landscape Architect to complete the design, bidding phase and construction administration. See attached proposal dated June 28, 2016. Community Works Design Group is currently under contract with the Department for Tasks 1-6. (See Exhibit E). The successful Respondent will need to coordinate with Community Works Design Group throughout the development of the Design-Build Package.

##### **1.2 Permits and Environmental Constraints**

Successful Respondent shall identify and obtain all permits and approvals required for construction of the Project. The DBE shall process and acquire all permits but be reimbursed the direct cost of fees and permits except for the local agency license required of each contractor working within the City.

Successful Respondent shall identify the type of assistance, if any, from SBMWD in coordinating or obtaining permits. DBE shall also identify proposed work days and hours, and DBE's approach to complying with City noise ordinance and any other applicable regulations.

### **1.3 Contract Documents**

Develop detailed design plans and technical specifications in accordance with current industry design standards, AutoCAD standards, and governing code requirements. Develop special provisions, special conditions, and additional technical specifications beyond the SBMWD standard specifications pursuant to Construction Standards Institute (CSI) Master Format (utilizing the post-2012 / current set of 49 Divisions). Plans and specifications shall be provided in hard copy and digital electronic format in accordance with SBMWD design standards. SBMWD standards can be found online at [www.sbcitywater.org](http://www.sbcitywater.org).

A complete set of project plans shall be prepared to indicate all construction elements. Final plans shall be signed and sealed by each professional architect/engineer registered in the State of California. Plans will be prepared on size 30" x 42" sheets.

The number of Plan and Detail sheets will be determined by the Design-Build Entity.

### **1.4 Construction Schedule and Cost Estimate**

Develop a detailed construction schedule in Gantt chart format to give the approximate construction timing for each building and with critical tasks identified. Schedule and Work Plan shall conform to Attachment C as provided.

## **Task 2 – Project and Quality Management Services**

The successful Respondent shall manage all professional services necessary to complete the Project. These services shall include preparation of invoices, progress reviews, and directing staff and internal resources in a manner such that project milestones and deliverables are met as scheduled. The tasks associated with managing the project are as follows:

### **2.1 Project Progress Monitoring and Status Reports**

The successful Respondent shall monitor project progress and coordinate with the Department.

- 2.1.1** Report project issues and general progress to the Department on a monthly basis. This shall be achieved through a project status report that shall be submitted with each monthly invoice. The project status report shall be in narrative form, highlighting the progress in each task or subtask(s), any issues from the prior

month, and work effort planned for the coming month also include an updated Gantt chart and critical path schedule. If project performance (schedule and/or budget) is lacking, the narrative shall clearly explain how the DBE's plans to bring the Project back on schedule and/or budget.

- 2.1.2 Coordinate technical and procedural issues with the Department.
- 2.1.3 Oversee their own and (if applicable) sub consultants'/subcontractors' efforts, monitor progress and budget used, and direct project work in accordance with the project scope, schedule, and budget.
- 2.1.4 Create, maintain and update a project decision log.

## **2.2 Project Meetings**

The successful Respondent shall conduct project meetings to obtain key decisions and input from the Department. The DBE shall be responsible for developing agendas, preparing the materials as needed to achieve the workshop objectives (agendas and meeting materials are to be submitted at least one (1) working day prior to the meeting), and preparing written meeting Minutes within one (1) week after the meeting date. Minutes will include a list of action items and a decision log that will be distributed to the project team after the meeting. All Project Meetings shall be audio-recorded and distributed via CD or DVD. The project will consist of the following meetings:

- 2.2.1 **Kickoff Meeting:** DBE shall organize and attend one (1) project kickoff meeting with SBMWD to discuss the scope and parameters of the project.
- 2.2.2 **Weekly Conference Call and Progress Meetings:** DBE shall organize, prepare agenda and produce meeting minutes for progress meetings. Progress meeting shall be scheduled, on site, every other week during the entire duration of design and construction. Weekly conference calls shall be held with SBMWD to resolve any design and construction issues.

## **2.3 Sub consultant Management (if applicable):**

If applicable, Respondent shall provide a list of sub consultants they plan to incorporate into their design team and clearly delineate what portion of the work effort shall be accomplished by each. There is no requirement to utilize sub consultants if the DBE has all required resources to complete the design available internally. If there is a need for other design disciplines, include a discussion in the Proposal.

## **2.4 Quality Management:**

The successful Respondent shall manage the quality of all deliverables throughout the development of the Project as follows:

- 2.4.1 Peer review of concepts by members of the DBE's senior staff.
- 2.4.2 Review of all Submittals by the Project Team.
- 2.4.3 In addition, the DBE shall maintain and update Department review comment logs and incorporate revisions from the Department review comments into the drawings and specifications. The Comment Log shall be itemized such that each individual item is tracked from beginning of issue to completion of issue as a single, unique number. All individual responses shall be indented from the unique number and shall be included such that a person may see the full progression and disposition of each issue.

## 2.5 Project Deliverables:

- 2.5.1 **50 Percent Submittal** – Two (2) complete plan sets on 30" x 42" bond paper, four (4) complete half-size 12" x 18" plan sets, six (6) bound 8-1/2" x 11" copies of the technical specifications, the construction schedule, and the Engineer's estimate of probable construction cost shall be submitted to SBMWD for review. Include a disc with OCR-scanned, searchable PDF copies of plan set, technical specifications, construction schedule, and cost estimate, or downloadable PDFs from DBE's FTP site.

The 50 percent submittal shall be based on the schematic floor plan and site plan as prepared by the Miller Architecture Corporation and approved by SBMWD. Any exceptions made throughout the design process shall be documented as additions or revisions to the schematic floor plan and site plan, and each shall be approved by SBMWD. The 50 percent submittal shall include all plans, sections and details for each respective design trade.

- 2.5.2 **Final Submittal** – Two (2) complete plan sets on 30" x 42" bond paper, four (4) complete half-size 15" x 21" plan sets, six (6) bound 8-1/2" x 11" copies of the technical specifications, the construction schedule, and the Engineer's estimate of probable construction cost. Plans and specifications shall be signed and sealed by the Engineer of Record. Include a disc with OCR-scanned, searchable PDF copies of the plan set, technical specifications, and Engineer's estimate. Also include the complete plan set electronic files in AutoCAD format, including all drawing references, and the technical specifications electronic files in Microsoft Word format. The submitted AutoCAD files must be spatially accurate, both vertically and horizontally, to allow transfer to the SBMWD Geographical Information System (GIS).
- 2.5.3 **Binding** – Full-size plan sets shall be bound with binding posts and shall be capable of being unthreaded for insertion into a hanging file system, if desired by Department. Half-size plan sets shall be bound on the left edge with plastic spiral (coil) bindings. Comb-binding and other binding methods will not be permitted. 8.5x11 copies of the technical specifications shall be printed double-sided and

shall be bound with binding posts in volumes not exceeding two (2) inches in thickness. All half-size sets and 8.5x11 volumes shall be provided with hard or semi-hard covers.

## **2.6 Bidding and Development of Cost of Work**

**2.6.1 Bidding** – The successful Respondent will be required to obtain a minimum of three (3) quotations in each respective trade from subcontractors and suppliers, for all work associated with the final Design-Build Package. The Respondent will prepare a summary of all quotes received for each trade (with corresponding back-up) and present to the Department for final approval. Summaries will be presented, by the Respondent, and discussed at the next scheduled progress meeting.

**2.6.2 Cost of Work** - Upon completion of the Bidding phase, the Respondent will provide a final Cost of Work. The final cost shall include fixed amounts for the percentages for Construction Fee and Contingency. Contingency will be used throughout the duration of construction to cover the cost of items not realized during the Bidding Phase and potential changes to scope. Once the final amount has been negotiated/determined, it will be used to establish the final amount of the Guaranteed Maximum Price (GMAX) Contract. The final amount will modify the original Guaranteed Maximum Price (GMAX), established at time of proposal. (See “Contract Sum and Fee Estimate”)

## **Task 3 – Construction**

### **3.1 Design-Build Package Construction**

**3.1.1** The successful Respondent shall prepare comprehensive Technical Specifications and Drawings as a Design-Build package. Package shall include all construction details necessary to meet Department’s facility requirements including any operational and maintenance issues.

**3.1.2** The successful Respondent shall provide all supervision, support, materials, labor, and equipment necessary to construct the project in accordance with the Design-Build Technical Specifications and Drawings developed in Task 1 and 2.

**3.1.3** The successful respondent will be required to coordinate building and site activities with the Departments Security Contractor for CCTV, Access Control and the Perimeter Detection System.

3.1.4 The successful respondent shall provide for all testing required by any public agency and the following quality control means required by the Department. These include but are not limited to:

- Compaction of native material, base and pavement
- Concrete slump and strength tests
- Asphalt paving nuclear density testing
- Domestic water sterilization testing
- Water pressure tests
- Air balance testing

#### **Task 4 – Record Drawing Preparation**

##### **4.1 Record Drawings**

Successful Respondent shall prepare record drawings utilizing Contractor's redlined field plans to Department standards after construction is completed. Record drawings shall be submitted in hard copy and electronic format as specified in the Department's standards and be stamped "Record Drawings" on each sheet.

#### **CONTRACT SUM AND FEE ESTIMATE**

The successful Respondent will perform all Work for a Guaranteed Maximum Price (GMAX) or the sum of (1) Pre-Construction Phase Services Fee, (2) the Cost of the Work and (3) the Construction Fee and achievement of the Substantial Completion Date (and any other critical dates). The Guaranteed Maximum Price (GMAX) shall be inclusive of all costs for the Project. The fee estimate must be submitted electronically, separate from the overall proposal.

All Respondents will be required to submit the Pre-Construction Phase Services Fee, a preliminary Cost of the Work, and Construction Fee as part of the response to this Request for Proposal (RFP). The preliminary Cost of the Work shall be based upon the Design Development documents, performance specifications and all department-provided information included as part of this RFP.

Submit percentages for the Construction Fee and Contingency as part of the response to RFP (Attachment D). These percentages will be used to establish the construction fee based upon the preliminary Cost of Work. Use Tables D1, D2 and D3 to establish total project costs and fees.

As part of the response to the RFP, each respondent shall submit an alternate cost to accelerate the schedule to achieve a substantial completion date of April 15, 2017.

Upon successful completion of Tasks 1 and 2 (Pre-Construction Phase Services), the Department will use the Cost of the Work established in Task 2.5, along with all work associated with Tasks 3 and 4, to determine the final Guaranteed Maximum Price (GMAX) amount. Upon approval from the Department, the final amount will be issued in the form of an amendment to the original contract. The Design-Build Package will become part of the Contract Documents.

## **SCHEDULE**

The Department requires the Project to be substantially complete by no later than the date listed below in order to permit the relocation from the City Hall facility. The Respondent will prepare and submit information regarding their approach / plan to complete the Project within this constraint. Failure to complete may result in disqualification. Demonstrate the ability and work schedule to meet Department's need to have Certificate of Occupancy by **June 30, 2017**. Because of the urgency to relocate from the City Hall facility, as an alternate, the Respondent shall also demonstrate the ability and work schedule to have Certificate of Occupancy by **April 15, 2017**.

The final submittal of bid-ready documents shall be submitted no later than sixty (60) calendar days from the date of the kick-off meeting. The schedule assumes that SBMWD reviews and comments at each submittal interval will be provided to the DBE within one (1) calendar week after receipt of submittal.

Presentation and review of the work schedule will be done at the kickoff meeting. Forward an updated work schedule to SBMWD on a regular basis. Work schedules shall be in MS Project and PDF format.

## **ORGANIZATION**

Each Respondent shall provide an organizational chart to describe how the DBE intends to manage this Project, including internal, sub consultants, and owner lines of communication and responsibilities.

## **SAFETY**

Respondent's shall prepare and submit information regarding their approach / plan to perform all work listed herein in a safe manner. Demonstrate that the Respondent plans to meet or exceed applicable safety, health, and environmental laws, statutes, regulations, ordinances, rules, directives, procedures, and orders and the requirements of the Department.

## **PROPOSAL REQUIREMENTS AND EVALUATION CRITERIA:**

**At a minimum, proposal evaluations will consider the following factors:**

- 1) Recent experience (within the last five (5) years) with the design and construction of directly similar projects.
- 2) Understanding and approach to the project.
- 3) Statements that design milestones listed herein can be met with current resources available to each DBE.

- 4) Successful provision of similar services to a water utility organization or other government agency; provide three (3) agency references (include contact information.)
- 5) Computer capabilities including, at a minimum, AutoCAD 2012 software, Microsoft Word processing and Microsoft Excel spreadsheet usage.
- 6) Overall project and proposal cost (submitted under a separate file).
- 7) Proposed Project Manager, Project Engineer and QA/QC approach.
- 8) Proposed Construction Superintendent qualifications:
  - a. Years with company
  - b. Specific projects where served as primary superintendent
  - c. Years working as the lead project superintendent primarily responsible for the identified project
  - d. Experience with building renovation
- 9) Acceptance of the SBMWD's insurance and indemnity requirements.
- 10) Compliance with all federal laws relating to affirmative action, drug-free work place, minimum wage, and lobbying.

The Department will evaluate Proposals against the evaluation criteria for the degree to which each Proposal meets the criteria as follows:

Description	Value
RFP Cover Page and Declaration	Pass / Fail
Respondent's Team Qualifications	30 points
Project Schedule and Work Plan	40 points
Project Cost/Fee	30 points
Safety	10 points
Interview (if necessary)	20 points
<b>TOTAL POSSIBLE SCORE</b>	<b>130 points</b>

In order to be considered responsive, each Respondent must complete and submit all required documents without any modifications to the RFP Documents. The Department will evaluate and score each Proposal. The Respondent selected for an award will be the one whose Proposal is responsive, responsible, and is the most advantageous to the Department, as determined by the Department in its sole discretion. Submission of a Proposal indicates the Respondent's acceptance of the evaluation criteria. SBMWD will select the proposal that best meets its needs and no one criterion will be determinative. Contract negotiation will commence following SBMWD review and scoring of proposals and SBMWD Board of Water Commissioners approval of selected Respondent.

**PROPOSAL LENGTH:**



The proposal shall not exceed twenty (20) pages in length (one (1) page is equivalent to text on one (1) side of a single sheet of 8.5x11 paper; i.e. – 10 sheets of double-sided paper). This length is exclusive of the fee estimate, Department-provided attachments, and résumés.

**SUBMITTAL REQUIREMENTS:**

**Proposal Due Date and Time:** As indicated on the SBMWD PlanetBids system.

The proposals shall be submitted electronically to the City of San Bernardino Municipal Water Department, Office of Purchasing, utilizing the Department’s bid management system, PlanetBids. Please visit the Department’s website [www.sbcitywater.org](http://www.sbcitywater.org) > “Request for Bids” and become a registered bidder. All documents may be downloaded by registered bidders, free of charge.

The Proposer shall submit one (1) electronic version in PDF format of their proposal and a separate cost file, also in PDF format to the Department.

**COMMUNICATION WITH THE DEPARTMENT DURING RFP:**

Communications between a Respondent and a member of the SBMWD Board of Water Commissioners, or between a Respondent and a non-designated Owner contact regarding the selection or award of this contract, is prohibited from the time the Specification is advertised until the item is posted on an agenda for the selection of a proponent of award of the contract. Questions pertaining to this Specification shall be addressed to the contact specified in the Specification document. Failure of a Proposer or any of its representatives to comply with this paragraph may result in rejection of any proposal submitted.

**DAMAGE TO EXISTING FACILITIES:**

The successful Respondent will be responsible for any and all damage due to construction. Any damage caused by the Contractor must be repaired within seven (7) to ten (10) working days at the expense of the Contractor. Contractor shall ensure that all trees, shrubs, signs, and other permanent items are protected and not damaged during construction.

Contractor shall photo document the facilities on the established start date. Those photos shall be digitally sent to the Department the end of the same day and shall be used as a basis to determine condition of the building. IF contractor has not documented existing damage then any damage that occurs that is not documented shall be the responsibility of the contractor to repair.

**LITIGATION**

In addition to any other provision of this RFP, the Department may, in its sole discretion, reject a Proposal if the Respondent, or any officer or director of the Respondent, is or has been engaged directly or indirectly in a legal action against the Department, the City of San Bernardino, its elected or appointed officers, representatives, or employees in relation to any matter.

In determining whether or not to reject a Proposal under this section, the Department will consider whether the litigation is likely to affect the successful Respondent's ability to work with the Department, its consultants and representatives and whether the Department's experience with the Respondent indicates that there is a risk the Department will incur increased staff and legal costs in the administration of the Contract if it is awarded to the Respondent.



# **Pence**

**CONSTRUCTION, INC.**

November 1, 2016

GENERAL CONTRACTORS

DESIGN • BUILD

LIC. NO. 589075

COMMERCIAL • INDUSTRIAL

METAL BUILDINGS

CONCRETE TILT-UP

Mr. Sydney Morrison  
San Bernardino Water Department (purchasing)  
444 W. Rialto Ave. Suite "D"  
San Bernardino, CA 92401

Re: Design Build Service RFP #1663

Dear Mr. Morrison,

Please accept this as our "Bid Proposal" to complete the design build services for the customer service center at 1350 S. "E" Street, San Bernardino.

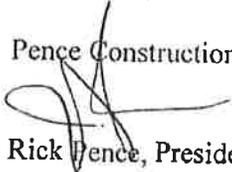
We attempted to complete and download all required forms we felt that were a requirement of this RFP. During the pre-design phase we will be presenting value engineering along with scheduled saving items and programs for your review. Just in electrical alone we would probably save \$90,000.

The accelerated schedule needs to be discussed in detail in relationship to the design stage and start date.

Again, thank you for allowing Pence Construction the opportunity to bid on this project. I have an extensive background in Design/build projects and I know we will be able to successfully complete this project in a timely manner. Should you have any questions please do not hesitate to contact us as I will make myself available to you.

Respectfully,

Pence Construction, Inc.



Rick Pence, President

**ATTACHMENT A: RFP COVER PAGE AND DECLARATION**

Does the Respondent acknowledge they are using this Attachment as their **Proposal Cover Page** and that they have **NOT modified or re-formatted** the additional RFP Attachments?  Yes  No

Does the Respondent acknowledge they have read, understand, and agree to **ALL** applicable items noted in the RFP?  Yes  No

Will the Respondent sign the Contract referenced in this RFP **without modification**?  Yes  No

Will the Respondent be able to provide an acceptable Certificate of Insurance and Payment and Performance Bonds that meets the Department's requirements?  Yes  No

Does the Respondent understand and agree to meet the Prevailing Wage Rate requirements for this Project?  Yes  No

Did the Respondent have a representative from their firm present at the Mandatory Pre-Proposal Meeting?  Yes  No

Respondent acknowledges receipt of the following total quantity of addenda that were issued pursuant to this RFP: 4

I hereby authorize the Department to request from any individual or firm any information it deems necessary to verify any information provided by the Respondent in its Proposal and to determine the Respondent's capacity and responsibility as a prospective Contractor with the Department. I certify under penalty of perjury that I am a duly authorized representative of the Respondent listed below, I have carefully examined all RFP Documents and documents referenced in this RFP, I understand all instructions, requirements, specifications, terms and conditions, and all statements, information, costs, and schedules submitted in response to the RFP are current, complete, true, and accurate.

Pence Construction Inc.  
Respondent's Legal Name of Firm

Nov 1 2016  
Date of Submission

Rick Pence  
Printed Name of Respondent's Representative

[Signature]  
Signature of Respondent's Representative

rick@penceconstruction.com  
Email Address

(909) 335-0423  
Phone Number

PO Box 7550 Redlands CA 92378  
Mailing Address

# RESPONDERS TEAM QUALIFICATION

**ATTACHMENT B-1: CRITICAL I EAM MEMBER EXPERIENCE**

Project Role	Pre-Construction Project Manager	Construction Project Manager	Site Superintendent
Name of Individual (First Last)	Richard Pence	Phil Egan	Jeremiah Koontz
Email address	<a href="mailto:rickjr@penceconstruction.com">rickjr@penceconstruction.com</a>	<a href="mailto:Phil@penceconstruction.com">Phil@penceconstruction.com</a>	<a href="mailto:Jeremiah@penceconstruction.com">Jeremiah@penceconstruction.com</a>
Individual's Firm Name	Pence Construction, Inc.	Pence Construction, Inc.	Pence Construction, Inc.
Individual's Firm Location (City, State)	Redlands, California	Redlands, California	Redlands, California
Current job function within Firm	Pre-Construction Project Manager	Project Manager	Project Superintendent
Years and months working within Firm	17 years	4 years	11 years
Years and months working within industry	17 years	25 years	20 years
Number of projects completed with other Team Members (FIRMS)	Construction Project Manager: Many Site Superintendent: Many	Pre-Construction Project Manager: Many Site Superintendent: Many	Pre-Construction Project Manager: Many Construction Project Manager: Many
Identify the name, cost, and completion date for up to three (3) comparable completed projects	1a. Project Name: Fed Ex Distrib. Center 1b. Project Cost: 9,875,644.93 1c. Completion Date: January 2016  2a. Project Name: Cardinal Manuf. 2b. Project Cost: 5,880,000 2c. Completion Date: November 2016  2a. Project Name: East Valley Assn 2b. Project Cost: 1,999,000 2c. Completion Date: December 2015	1a. Project Name: Fed Ex Distrib. Center 1b. Project Cost: 9,875,644.93 1c. Completion Date: January 2016  2a. Project Name: Cardinal Manuf. 2b. Project Cost: 5,880,000 2c. Completion Date: November 2016  2a. Project Name: East Valley Assn 2b. Project Cost: 1,999,000 2c. Completion Date: December 2015	1a. Project Name: Fed Ex Distrib. Center 1b. Project Cost: 9,875,644.93 1c. Completion Date: January 2016  2a. Project Name: Cardinal Manuf. 2b. Project Cost: 5,880,000 2c. Completion Date: November 2016  2a. Project Name: East Valley Assn 2b. Project Cost: 1,999,000 2c. Completion Date: December 2015
Briefly describe the Individual's Responsibilities for this Project	Qualified Subcontractor Bids	Oversee contracts with trades and monitors safety for the project	Field Manager/Supervisor
Percent of Time devoted to THIS Project (%)	Pre-Construction: 100% Construction: 50%	Pre-Construction: 40% Construction: 100%	Pre-Construction: 80% Construction: 100%

### ATTACHMENT B-1: CRITICAL TEAM MEMBER EXPERIENCE

Project Role	Cost Estimator	Design Project Manager	Design Architect
Name of Individual (First Last)	Troy Fries		
Email address	Troy@penceconstruction.com		
Individual's Firm Name	Pence Construction, Inc.		
Individual's Firm Location (City, State)	Redlands, California		
Current job function within Firm	Estimator		
Years and months working within Firm	1 year		
Years and months working within industry	17 years		
Number of projects completed with other Team Members (FIRMS)	Pre-Construction Project Manager: Construction Project Manager:	Pre-Construction Project Manager: Construction Project Manager:	Pre-Construction Project Manager: Construction Project Manager:
Identify the name, cost, and completion date for up to three (3) comparable completed projects	1a. Project Name 1b. Project Cost 1c. Completion Date  2a. Project Name: Cardinal Manuf. 2b. Project Cost: 5,880,000.00 2c. Completion Date: November 2016  2a. Project Name 2b. Project Cost 2c. Completion Date	1a. Project Name 1b. Project Cost 1c. Completion Date  2a. Project Name 2b. Project Cost 2c. Completion Date  2a. Project Name 2b. Project Cost 2c. Completion Date	1a. Project Name 1b. Project Cost 1c. Completion Date  2a. Project Name 2b. Project Cost 2c. Completion Date  2a. Project Name 2b. Project Cost 2c. Completion Date
Briefly describe the Individual's Responsibilities for this Project			
Percent of Time devoted to THIS Project (%)	Pre-Construction: 80% Construction: 0%	Pre-Construction: Construction:	Pre-Construction: Construction:

## **PENCE CONSTRUCTION, INC**

### **KEY PERSONNEL**

#### **Rick Pence – President, Pence Construction, Inc.**

Rick started in the construction industry in 1977 as a third generation builder. He began as a field laborer, worked into a project manager. Soon he found himself in the office where he began to understand the other side of the business. He began implementing cost reports and financial analysis which allow him to understand every aspect of a construction business. Rick started Pence Construction in 1989. His focus in the industry has always been in commercial projects.

Rick's day to day efforts are concentrated in personally overseeing each project. He maintains contact with every client from the bidding state to the final inspection and beyond.

#### **Ana Campos – Accounting**

Ana possesses a thorough knowledge of accounting procedures and monthly billing which includes the AIA Application for payment form. She has spent the last 20 years in an accounting environment as an administrator and accounting professional. Key strengths include accuracy and attention to detail along with excellent communication skills. Ana also monitors the accuracy of sub-contractor insurance while on the jobsite. She has the ability to work well with all our owners.

#### **Troy Fries - Chief Estimator**

Troy vast knowledge of construction makes him a vital asset of the company. His over 17 years of experience of the construction industry serves as the bases of the Chief Estimator. His duties include getting familiar with each specific job and taking into consideration all relevant factors of that project.

#### **Richard Pence (jr) – Pre-Construction**

Jr has over 15 years in the construction industry. As a young carpenter, he worked along many experienced superintendents, learning valuable hands on experience. He then moved into a superintendent position completing projects on schedule and within budget. His position as pre-construction director brings valuable knowledge with scheduling the project and negotiating with subcontractors.

## Phil Egan - Project Manager

Phil keeps our projects on schedule and within Budget by overseeing all construction projects daily. He brings over twenty years of field experience ranging from rough carpentry to overseeing trade superintendents. His duties include qualification of subcontractor's Invoices and billings, monitoring communication between the subcontractors and project superintendent. He also oversees the safety program for all projects.

## Jeremiah Koontz – Project Superintendent

Jeremiah has over 18 years in the construction industry. As construction superintendent, Jeremiah oversees the project on a day to day basis. He works closely with the Architect/Engineer who designed the project to be sure all visions are met. He keeps maintains records for the job daily. He works closely with subcontractors and material suppliers insuring all work is completed as planned. Jeremiah also ensures that everyone on the jobsite takes every safety pre-caution possible. He has been with Pence Construction for the past 10 years. His list of completed projects include the FedEx Distribution center in Palm Springs and also the Cardinal GC manufacturing plant.

**ATTACHMENT B-2: ADDITIONAL TEAM MEMBER EXPERIENCE**

Project Role / Subcontractor	License No	Individual Name	Firm Name	Firm Location (City, State)	Years In Business
Electrical Engineer					
Mechanical Engineer					
Structural Engineer	C39986	Jeff Van Dam	Van Dam Engineering	Upland, Ca.	27
Other					

Van Dam Engineering has been in business for over 30 years performing planning, engineering & surveying on professional offices, commercial buildings, industrial complex's, schools and churches. They are a structural engineering firm that provides all engineering services including structural alterations, structural testing and stress analysis. Their portfolio includes many locations throughout southern California including FedEx Distribution Center, Palm Springs, CA

### ATTACHMENT B-3: PROJECT DATA SHEET

Construction / Design Firm:	Pence Construction, Inc.
Project Name:	Fed Ex Distribution Center
Project Location:	Palm Springs, CA
Project Description:	
Project Owner:	KW Palm Springs, LLC
Construction Cost:	\$ 9,875,644.00
Construction Start Date:	November 2014
Construction End Date:	January 2016
Size (i.e., capacity, tonnage, lineal feet, square feet, etc):	150,000 sq. ft.
Describe how this project is similar in scope to the Department's Project:	Design Build Project - Teams involved
Identify up to three (3) constructability / design issues encountered by your firm on this project and briefly describe your firm's approach to resolving each of these issues:	n/a
Identify the types of services provided for this project by checking the appropriate boxes that apply:	<input checked="" type="checkbox"/> Pre-design services <input checked="" type="checkbox"/> Design services <input checked="" type="checkbox"/> Construction administration services <input checked="" type="checkbox"/> Preconstruction services <input checked="" type="checkbox"/> Construction services <input checked="" type="checkbox"/> Startup / operation services
Identify the Construction Delivery Method used for this project by check the single most appropriate box:	<input checked="" type="checkbox"/> Design-Build <input type="checkbox"/> Design-Bid-Build <input type="checkbox"/> Construction Management at Risk <input type="checkbox"/> Construction Management as Agent <input type="checkbox"/> Other: _____
Identify the proposed critical team member(s) that worked on this project:	<input type="checkbox"/> Pre-Construction Project Manager <input checked="" type="checkbox"/> Construction Project Manager <input checked="" type="checkbox"/> Site Superintendent <input type="checkbox"/> Cost Estimator <input type="checkbox"/> Design Project Manager <input type="checkbox"/> Design Architect
Project Owner Contact Name:	Michael Fa
Project Owner Contact Title:	Owner Representative
Project Owner Contact Telephone Number:	602-432-3767
Project Owner Contact email:	
Architect / Engineer of Record:	Gary Miller Architects
Architect / Engineer of Record Contact Name:	Gary Miller
Architect / Engineer of Record Telephone Number:	909-335-7400
Architect / Engineer of Record email:	Jeff Van Dam

### ATTACHMENT B-3: PROJECT DATA SHEET

Construction / Design Firm:	Pence Construction, Inc.
<b>Project Name:</b>	Cardinal Manuf.
Project Location:	Moreno Valley, CA
Project Description:	Plant Expansion
Project Owner:	Cardinal CG
Construction Cost:	\$ 5,880,000
Construction Start Date:	January 2016
Construction End Date:	November 2016
Size (i.e., capacity, tonnage, lineal feet, square feet, etc):	Aprox. 50,000 sq. ft.
Describe how this project is similar in scope to the Department's Project:	Design Build Project - Teams involved
Identify up to three (3) constructability / design issues encountered by your firm on this project and briefly describe your firm's approach to resolving each of these issues:	n/a
Identify the types of services provided for this project by checking the appropriate boxes that apply:	<input type="checkbox"/> Pre-design services <input checked="" type="checkbox"/> Design services <input checked="" type="checkbox"/> Construction administration services <input checked="" type="checkbox"/> Preconstruction services <input checked="" type="checkbox"/> Construction services <input checked="" type="checkbox"/> Startup / operation services
Identify the Construction Delivery Method used for this project by check the single most appropriate box:	<input checked="" type="checkbox"/> Design-Build <input type="checkbox"/> Design-Bid-Build <input type="checkbox"/> Construction Management at Risk <input type="checkbox"/> Construction Management as Agent <input type="checkbox"/> Other: _____
Identify the proposed critical team member(s) that worked on this project:	<input type="checkbox"/> Pre-Construction Project Manager <input checked="" type="checkbox"/> Construction Project Manager <input checked="" type="checkbox"/> Site Superintendent <input checked="" type="checkbox"/> Cost Estimator <input type="checkbox"/> Design Project Manager <input type="checkbox"/> Design Architect
Project Owner Contact Name:	Scott Paisley
Project Owner Contact Title:	Owner Representative
Project Owner Contact Telephone Number:	951-485-9007
Project Owner Contact email:	spaisley@cardinalcorp.com
Architect / Engineer of Record:	Sitts & Hill Engineers, Inc.
Architect / Engineer of Record Contact Name:	Brent Leslie
Architect / Engineer of Record Telephone Number:	253-474-9449
Architect / Engineer of Record email:	brentleslie@sitts-hill-engineers.com

### ATTACHMENT B-3: PROJECT DATA SHEET

Construction / Design Firm:	Pence Construction, Inc.
Project Name:	East Valley Association of Realtors
Project Location:	Redlands, CA
Project Description:	Design Build
Project Owner:	East Valley Association of Realtors
Construction Cost:	\$ 1,999,000.00
Construction Start Date:	January 2015
Construction End Date:	January 2016
Size (i.e., capacity, tonnage, lineal feet, square feet, etc):	4,982 sq.ft. office building
Describe how this project is similar in scope to the Department's Project:	Design Build Project
Identify up to three (3) constructability / design issues encountered by your firm on this project and briefly describe your firm's approach to resolving each of these issues:	n/a
Identify the types of services provided for this project by checking the appropriate boxes that apply:	<input checked="" type="checkbox"/> Pre-design services <input checked="" type="checkbox"/> Design services <input checked="" type="checkbox"/> Construction administration services <input checked="" type="checkbox"/> Preconstruction services <input checked="" type="checkbox"/> Construction services <input checked="" type="checkbox"/> Startup / operation services
Identify the Construction Delivery Method used for this project by check the single most appropriate box:	<input checked="" type="checkbox"/> Design-Build <input type="checkbox"/> Design-Bid-Build <input type="checkbox"/> Construction Management at Risk <input type="checkbox"/> Construction Management as Agent <input type="checkbox"/> Other: _____
Identify the proposed critical team member(s) that worked on this project:	<input checked="" type="checkbox"/> Pre-Construction Project Manager <input checked="" type="checkbox"/> Construction Project Manager <input checked="" type="checkbox"/> Site Superintendent <input type="checkbox"/> Cost Estimator <input type="checkbox"/> Design Project Manager <input type="checkbox"/> Design Architect
Project Owner Contact Name:	Annett Coffey
Project Owner Contact Title:	Owner Representative
Project Owner Contact Telephone Number:	909-792-4818
Project Owner Contact email:	annette@eastvalleyaor.org
Architect / Engineer of Record:	Jeff Van Dam
Architect / Engineer of Record Contact Name:	
Architect / Engineer of Record Telephone Number:	909-931-5071
Architect / Engineer of Record email:	

# PROJECT SCHEDULE AND WORK PLAN

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	30, '16	Nov 6, '16
							M T W T F S	S M
1		Design Drawings	30 days	Wed 11/2/16	Tue 12/13/16			
2		Building Demo	11 days	Mon 11/28/16	Mon 12/12/16			
3		Underground MP&E	7 days	Mon 12/5/16	Tue 12/13/16			
4		Underground MP&E inspection	1 day	Wed 12/14/16	Wed 12/14/16			
5		Interior Wall Framing	11 days	Thu 12/15/16	Thu 12/29/16			
6		Rough MP&E	16 days	Mon 12/26/16	Mon 1/16/17			
7		MP&E Rough Inspection	1 day	Tue 1/17/17	Tue 1/17/17			
8		Insulation	8 days	Wed 1/18/17	Fri 1/27/17			
9		Exterior Framing	10 days	Mon 12/12/16	Fri 12/23/16			
10		Plaster	15 days	Mon 12/26/16	Fri 1/13/17			
11		Storefront	11 days	Tue 1/3/17	Tue 1/17/17			
12		Roofing	6 days	Tue 1/3/17	Tue 1/10/17			
13		Drywall	16 days	Mon 1/30/17	Mon 2/20/17			
14		Drywall Inspection	1 day	Tue 2/21/17	Tue 2/21/17			
15		Painting	11 days	Wed 2/22/17	Wed 3/8/17			
16		T-Bar Grid	12 days	Thu 3/2/17	Fri 3/17/17			
17		T-bar Grid MP&E	6 days	Fri 3/10/17	Fri 3/17/17			
18		T-bar Inspection	1 day	Mon 3/20/17	Mon 3/20/17			
19		Doors & Hardware	11 days	Wed 3/1/17	Wed 3/15/17			
20		Handrails	5 days	Mon 3/13/17	Fri 3/17/17			
21		Fire Alarm	5 days	Mon 3/13/17	Fri 3/17/17			
22		T-bar ceiling tiles	6 days	Tue 3/21/17	Tue 3/28/17			
23		MP&E Finish	16 days	Mon 3/27/17	Mon 4/17/17			

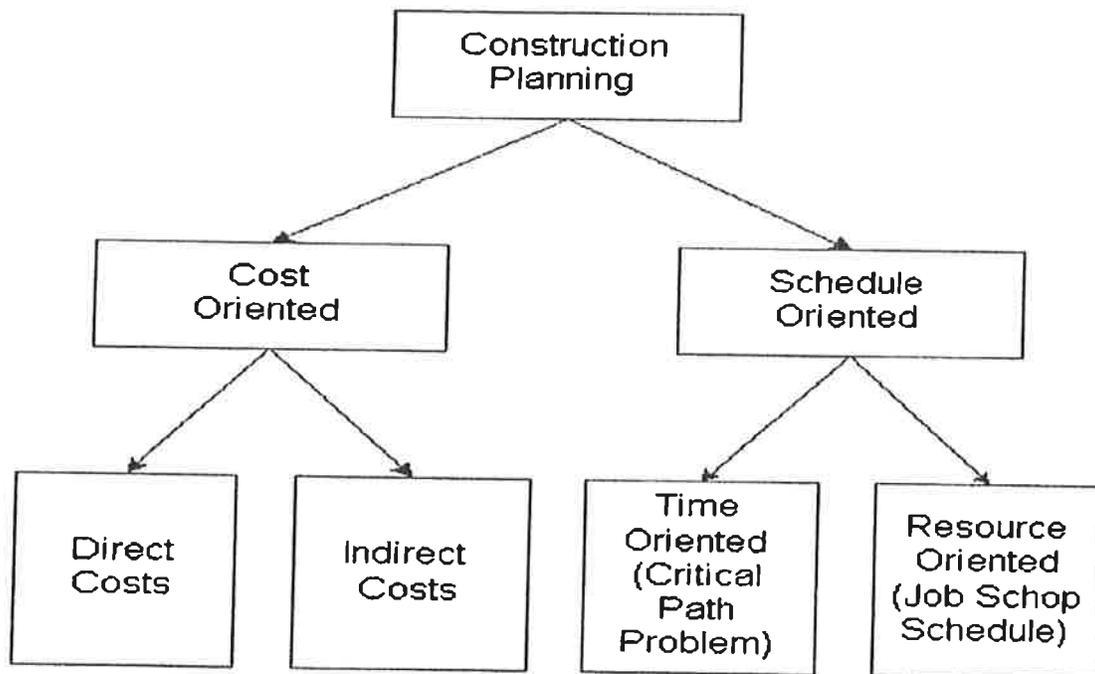
Project: Project1  
Date: Tue 11/1/16

Task		Inactive Summary		External Tasks	
Split		Manual Task		External Milestone	
Milestone		Duration-only		Deadline	
Summary		Manual Summary Rollup		Progress	
Project Summary		Manual Summary		Manual Progress	
Inactive Task		Start-only			
Inactive Milestone		Finish-only			

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	30, '16	Nov 6,						
							M	T	W	T	F	S	S	M
24	★	Toilet partitions & Accessories	5 days	Mon 4/17/17	Fri 4/21/17									
25	★	Flooring	12 days	Mon 4/17/17	Tue 5/2/17									
26	★	Site Demo	5 days	Mon 4/24/17	Fri 4/28/17									
27	★	Surevey	3 days	Mon 5/1/17	Wed 5/3/17									
28	★	Site Utlities	7 days	Tue 5/2/17	Wed 5/10/17									
29	★	Site Concrete	8 days	Wed 5/10/17	Fri 5/19/17									
30	★	A/C Paving	5 days	Mon 5/22/17	Fri 5/26/17									
31	★	Punch List	9 days	Mon 5/29/17	Thu 6/8/17									
32	★	Final Inspections	5 days	Fri 6/9/17	Thu 6/15/17									

Project: Project1  
Date: Tue 11/1/16

Task		Inactive Summary		External Tasks	
Split		Manual Task		External Milestone	
Milestone		Duration-only		Deadline	
Summary		Manual Summary Rollup		Progress	
Project Summary		Manual Summary		Manual Progress	
Inactive Task		Start-only			
Inactive Milestone		Finish-only			



In developing a construction plan, Pence Construction will adopt emphasis on cost control as well as schedule control. Proper planning from the beginning will insure that direct costs are kept as budgeted and scheduling procedures are maintained.

# PROJECT COST FEE

**Project Cost Table**

Specification #: 1658

Project Name: Customer Service Relocation Project at 1350 South E Street

Estimated Cost of Work for Construction: \$3,838,971

Estimated Contract Sum: \$3,838,971

Anticipated Design and Construction Duration (Total Months): 6

Instructions: Respondent must complete the Yellow highlighted cells to identify the breakdown of their Project costs

Criteria	Proposed Value		Notes
1a. Designer Pre-Construction Fee	\$170,070	4.4%	Lump Sum Value for Design Services (from Design Development through Construction Documents)
1b. Contractor Pre-Construction Fee	\$14,400	0.4%	Lump Sum Value for Pre-Construction Services. No Construction Fee Added
1c. Designer Services During Construction Fee	\$24,400	0.6%	Lump Sum Value for Design Services during construction (from Construction Documents through Construction Administration)
<b>Total Pre-Construction &amp; Design Fee</b>	<b>\$208,870</b>	<b>5.4%</b>	<b>Total Pre-Construction and Design Fee (Sum of Items 1a through 1c)</b>
2a. Contractor Proposed Site Office/On-site SA Fee (Include Site Office and Related Office Support Services)	\$0	0.0%	Value as noted in the Respondent's Proposed SA Fee worksheet
2b. Construction Fee	\$307,118	8.00%	Input Construction Fee as a percentage of estimated Cost of Work for Construction
2c. Bond	\$95,974	2.50%	Input estimated costs of Bonds as a percentage of estimated Contract Sum. Subcontractor bonds are not a reimbursable expense.
2d. Insurance	\$38,390	1.00%	Input estimated costs of Insurance as a percentage of estimated Cost of Work for Construction (General Liability and Builders Risk up to \$500,000). Subcontractor Default Insurance is not a reimbursable expense.
2e. Design Contingency	\$115,169	3.00%	Department's identified Design Contingency (as a percentage of the Estimated Cost of Work for Construction) at Schematic Design. Uncommitted Design Contingency will be reallocated to the Department's Contingency.
2f. Construction Contingency	\$191,949	5.00%	Department's identified Construction Contingency (as a percentage of the Estimated Cost of Work for Construction) for the Project.
2g. Net Cost of Work	\$3,090,372	80.5%	Excludes all of the above Fees and Costs (Items 2a - 2f)
<b>Total Cost of the Work for Construction</b>	<b>\$3,838,971</b>		<b>Total Cost of the Work for Construction (Sum of Items 2a through 2g)</b>
A. Change Order Markup		10.00%	Input the percentage markup for change orders based on the Contract language. Answer MUST be in the form of a percentage
B. Self-Performed Work Overhead and Profit		14.00%	If Respondent proposes to Self-Perform work on the Project, input the percentage of your Self-Performed Work Overhead and Profit. Answer MUST be in the form of a percentage

PROJECT: SAN BERNARDINO WATER CO.			
1350 S. "E" St.			
CITY: San Bernardino, CA			
Item #	TRADES	(1) AMOUNT	(2) SUBCONTRACTOR
001	Site Prep/Demo	23,604.00	Unlimited Engineering
002	Grading	46,100.00	Unlimited Engineering
003	Concrete Site	223,957.00	Conc. Constructors
004	Asphalt Paving	69,900.00	National Paving Co.
005	Fencing	50,315.00	Rodarte Concrete & Fence
006	Misc. Steel Fabrications	9,390.00	Rodarte Concrete & Fence
007	Striping/Signs	4,250.00	National Paving Co.
008	Landscaping	322,720.00	W. Wood
009	Concrete Pole Bases	19,731.00	Conc. Constructors
010	Building Demo	50,440.00	Pence
011	Asbestos Abatement	-	By Owner
012	Building Concrete	41,399.00	Conc. Constructors
013	Struct. & Misc. Steel	11,000.00	Crown Steel
014	Framing Rough	74,210.00	Rodarte Concrete & Fence
015	Finish Carpentry	4,000.00	Pence
016	Cabinets/ Millwork	52,570.00	Rodarte Concrete & Fence
017	Doors / Hardware	39,500.00	Mulvihill
018	Roofing	120,701.00	Christianson
019	Sheet Metal	14,900.00	United
020	Waterproofing	3,800.00	Pence
021	Insulation	21,440.00	Tricity
022	Lath Plaster	46,500.00	Rodarte Concrete & Fence
023	Drywall/Mtl. Studs	226,578.00	PWI
024	Acoustical Ceilings	76,015.00	Tricity
025	Glass	65,509.00	Clements Bros.
026	Painting	30,000.00	Fleming
027	Ceramic Tile	0.00	Incl. 028
028	Flooring	65,234.00	Kenaston
029	Appliances	5,500.00	Taylor's
030	Toilet Partitions / Access	8,000.00	Preferred
031	Roof Hatch	1,200.00	R & S
032	Access Panels	6,401.00	AMS
033	Fire Extinguishers	3,250.00	S. B. Fire
034	Bicycle Racks	2,410.00	Pence
035	Fire Sprinklers	0.00	<b>Not Required</b>
036	Masonry	15,837.00	Rodarte Concrete & Fence
037	Plumbing	182,900.00	Redlands Plumbing

038	HVAC	130,100.00	Desert Cooling
039	Electrical	424,439.00	DM Electric
040	Fire Alarm System	0.00	Incl. 039
041	Monument Sign Allow.	20,000.00	Rodarte Concrete & Momce
042	Night Drop Box Allow.	15,000.00	Rodarte Concrete & Nimce
043	Owners Equip. Allow.	20,000.00	Rodarte Concrete & Owmce
044	Surveying	16,500.00	Bonadiman
045	Architect Fee	127,400.00	Miller Arch.
046	Staff	14,400.00	Jeff Van Dam
047	Soils Engineer	18,000.00	Soils Southwest
048	Landscape Arch. Fee	12,800.00	Community Works
049	Civil Engineer Fee	18,400.00	Bonadiman
051	Security Guard	28,000.00	Security Services
052	Security Counter	40,654.00	Total Security
053	Plumbing Design	7,500.00	Redlands Plumbing/Design West
054	Electrical Design	13,500.00	DM Electric/Design West
055	HVAC Design	8,440.00	Design West
	<b>Sub-Totals</b>	<b>2,854,394.00</b>	
		-	
056	General Conditions 5%	142,719.00	
057	Supervision/Staff	182,118.00	
	<b>Rev. Sub-Total</b>	<b>3,179,231.00</b>	
058	Contractors Fee 8%	254,338.48	
059	Insurance 1%	34,335.69	
060	Bond - 2.5%	86,697.63	
	<b>TOTAL ESTIMATE</b>	<b>3,554,602.80</b>	
	Design Contingency 3%	106,638.08	
	Construction Contingency 5%	177,730.14	
	<b>GRAND TOTAL</b>	<b>3,838,971.02</b>	
	<b>Alternate # 1</b>		
	Accelerated 60 day Sch.	380,440.00	Reduce Schedule 60 Days
	<b>Alternate # 2</b>		
	Landscape	19,700.00	W. Wood

**NONCOLLUSION AFFIDAVIT  
EVIDENCE OF INSURANCE  
ABILITY TO BID ON PUBLIC WORKS  
CONFLICT OF INTEREST**



**ACKNOWLEDGMENT OF INSURANCE REQUIREMENTS  
AND CERTIFICATION OF ABILITY TO  
PROVIDE COVERAGES SPECIFIED**

I certify that the Specifications and General Provisions regarding insurance requirements for the Purchase Contract have been read and understood, and that our firm, as a bidder on this project, is able to provide the coverage specified.

**BIDDER ACKNOWLEDGES ACCEPTANCE AND AGREEMENT WITH THE ABOVE BY AGREEING TO  
THE TERMS AND CONDITIONS AT THE TIME OF ELECTRONIC BID SUBMITTAL.**

11-1-16

Date



\_\_\_\_\_  
Pence Construction, Inc.  
Rick Pence  
President



**CERTIFICATION OF ABILITY TO  
BID ON PUBLIC WORKS CONTRACTS**

The Contractor hereby certifies that neither it nor its principals or subcontractors are presently disbarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in any public works contract by any federal department or agency in accordance with Section 1777.1 and 1777.7 of the Labor Code.

CONTRACTOR PENGE Construction Inc.

By:

Rick Pence

Contractor's State

License No.:

589075

**NOTICE TO BIDDERS Compliance with  
Conflict of Interest**

Bidders and their prospective subcontractors and suppliers should refer to California Government Code, Section 1090 et. seq. A violation of the provisions will result in the contract being deemed void and ineligible for payment.

**Please provide below, the Company's principals:**

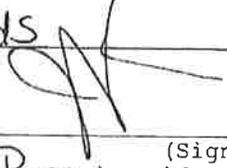
Company Name:	
Principals' Names (Typed or Printed)	Title or Position
Rick Pence	President

The undersigned certifies, or declares, under penalty of perjury under the laws of the State of California, that the information list above is true and correct.

EXECUTED AT: Redlands California 92373  
CITY STATE ZIP  
 ON 1st DAY OF November, 2016.

FIRM: Pence Construction Inc. PHONE (909) 335-0423

ADDRESS: 1423 W State St.  
STREET  
Redlands CA 92373  
CITY STATE ZIP

SIGNED:   
(Signature of Affiant)  
 TITLE: President

COMPLIANCE WITH CONFLICT OF INTEREST FOR  
SUBCONTRACTORS AND SERVICE PROVIDERS  
PURSUANT TO CALIFORNIA GOVERNMENT CODE  
SECTION 1090 et. seq.

Prime Bidder/Contractor Name Pence Construction Inc

Each bidder shall set forth the name and location of the place of business of each subcontractor and service provider who will provide the services listed below.

If no sub-contractors are used on this project, please indicate so by checking the box marked none and initialing on the line next to box.

None \_\_\_\_\_

**Soils Engineer:**

\*\*Name: \_\_\_\_\_ Fed. Id: \_\_\_\_\_ License #: \_\_\_\_\_

Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_

\*\*Business Location: \_\_\_\_\_

Description of Work: \_\_\_\_\_

**Survey Engineer:**

\*\*Name: Bonadiman Fed. Id: \_\_\_\_\_ License #: 528463

Telephone: ( 909 ) 885-3806

\*\*Business Location: San Bernardino

Description of Work: Surveying

**Other:**

\*\*Name: \_\_\_\_\_ Fed. Id: \_\_\_\_\_ License #: \_\_\_\_\_

Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_

\*\*Business Location: \_\_\_\_\_

Description of Work: \_\_\_\_\_

\*\*Name and Business Location are required.  
(Make additional copies of this form for additional subcontractors if needed)



Safety consciousness plays a vital role in the day to day operations at Pence Construction. The responsibility of all employees and subcontractors is to perform his or her duties in a safe manner preventing injury to themselves and others.

Safety comes with communication and careful planning. Our Project Managers have continual job site safety meetings to discuss and prevent all possible complications. Furthermore, we have joined forces with Safety Compliance Company to perform safety checkups to all our projects.

No employee or sub-contractor is ever required to perform work that he or she believes is unsafe.

Pence Construction will provide our complete Injury and Illness Prevention Program binder containing all items on our "Table of Contents" for your review upon request.

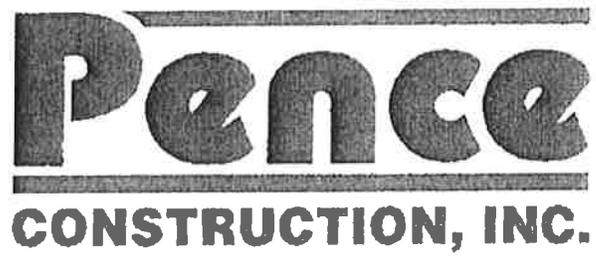


Pence Construction will provide our complete Injury and  
Illness Prevention Program binder containing all items on  
our "Table of Contents" for your review upon request.

# **INJURY AND ILLNESS PREVENTION PROGRAM**

**PENCE CONSTRUCTION, INC.  
1423 West State Street  
Redlands, CA 92373**

**(909) 335-0423**



# IIPP

Revised  
01/26/2015

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# INJURY AND ILLNESS PREVENTION PROGRAM

## I. RESPONSIBILITY

The Injury and Illness Prevention Program Safety Director, Rick Pence, has the authority and responsibility for implementing the provisions of this program for Pence Construction, Inc.

All managers and supervisors are responsible for implementing and maintaining the Injury and Illness Prevention Program (IIPP) in their work areas and for answering worker questions about the IIPP. A copy of this IIPP is available from each manager and supervisor.

We recognize that the responsibility for safety and health is a shared responsibility. As your employer, we accept the responsibility for leadership of the IIPP and for its effectiveness and improvement, and for providing the safeguards to ensure safe working conditions.

Our supervisors and management personnel are responsible for developing appropriate attitudes toward safety and for ensuring that all operations are performed with the utmost regard for the safety of all personnel involved.

## II. COMPLIANCE

Management is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. Managers and supervisors are expected to enforce the rules fairly and uniformly.

All employees are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe work environment.

Our system of ensuring that all workers comply with the rules and maintain a safe work environment includes:

- Informing workers of the provisions of our IIPP.
- Evaluating the safety performance of all workers using our performance evaluation forms.
- Recognizing employees who perform safe and healthful work practices.
- Providing training to workers whose safety performance is deficient.
- Disciplining workers for failure to comply with safe and healthful work practices using the following four step approach:
  1. Should a safety and health violation be noted, the Supervisor will informally discuss the behavior with the employee, reviewing the potential for a dangerous result and outlining the correct procedure, then retraining the employee to ensure understanding.
  2. A second violation should generate either a formal verbal warning or a written warning to the employee, depending on the severity.
  3. The third infraction results in a formal written warning or suspension of the employee.
  4. A fourth violation may lead to employee termination.

Willful violations of safe work practices may result in disciplinary action in accordance with Company policy.

As employees, you are responsible for cooperating with all aspects of the IIPP, including complying with all rules and regulations, and continuously practicing safety while performing your duties.

To ensure the effective implementation of our program, employees must understand the following:

- No employee is expected to undertake a job until he or she has received instructions on how to perform it properly and safely, and has been authorized to perform the job.
- No employee should use chemicals without fully understanding their toxic properties, and without the knowledge required to work with them safely.
- Mechanical safeguards must always be in place and be kept in place.
- Employees must report to a supervisor or designated individual all unsafe conditions encountered during work without fear of reprisal.
- Any work-related injury or illness must be reported to your supervisor immediately.
- Employees' duties consist of the following:
  1. Work in a safe manner by following safety rules and instructions.
  2. Be considerate of others in the workplace.
  3. Report hazards as seen by bringing safety matters to the attention of a supervisor.
  4. Report to work rested and physically able to perform the work.
  5. Report to management any and all injuries you sustain.
  6. Support the safety effort by performing all duties in a safe manner.

Employees who follow safe and healthy work practices will have this fact recognized and documented on their performance reviews.

### III. COMMUNICATIONS

We recognize that open, two-way communication between management and staff on health and safety issues is essential to an injury-free, productive workplace. The following system of communication is designed to facilitate a continuous flow of safety and health information between management and staff in a form that is readily understandable and consists of one or more of the following items:

- New employee orientation including a discussion of safety and health policies and procedures.
- Review of our Injury and Illness Prevention Program.
- Workplace safety and health training programs.
- Regularly scheduled safety meetings.
- Effective communication of safety and health concerns between employees and supervisors, including translation where appropriate.
- Posted or distributed safety information.
- A system for employees to anonymously inform management about workplace hazards.

The results of the investigation of any employee safety suggestion or report of hazard will be distributed to all employees affected by the hazard or posted on appropriate bulletin boards.

We encourage employee participation and involvement by notifying department heads either in writing or verbally of any helpful suggestion, recommendation, or observation regarding safety without fear of reprisal.

Your suggestion may be beneficial not only for your department, but may be applicable throughout the entire Company.

A SUGGESTION BOX for safety and health concerns is located \_\_\_\_\_.

All safety and health suggestions will remain anonymous.

#### IV. HAZARD ASSESSMENT/INSPECTIONS

Periodic inspections to identify and evaluate workplace hazards shall be performed by the following competent observer(s) in the following areas of our workplace:

Competent Observer	Area-Department

Periodic inspections are performed according to the following schedule:

1. Quarterly for facility inspections.
2. Daily inspections when required for Equipment.
3. Daily inspections for required construction tasks/operations.
4. When we initially established our Injury and Illness Prevention Program.
5. When new substances, processes, procedures or equipment, which present potential new hazards, are introduced into our workplace/jobsite.
6. When new, previously unidentified hazards are recognized.
7. When occupational injuries and illnesses occur.
8. When we hire and/or reassign permanent or intermittent employees to processes, operations, or tasks for which a hazard evaluation has not been previously conducted.
9. Whenever workplace/jobsite conditions warrant an inspection.

Periodic inspections consist of identification and evaluation of workplace hazards utilizing applicable sections of the Hazard Assessment Checklist/Inspection Forms located in the Hazard Evaluation and Abatement section of this manual and any other effective methods to identify and evaluate workplace hazards.

#### V. ACCIDENT/EXPOSURE INVESTIGATIONS

Procedures for investigating workplace accidents and hazardous substance exposures include:

- Visiting the accident scene as soon as possible.
- Interviewing the injured employees and witnesses.
- Examining the workplace for factors associated with the accident/exposure.
- Determining the cause of the accident/exposure.
- Taking corrective action to prevent the accident/exposure from reoccurring.
- Recording the finding and corrective actions taken on our Workers' Compensation injury and illness form.

## VI. HAZARD CORRECTION

Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures:

1. When observed or discovered.
2. When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Workers necessary to correct the hazardous condition shall be provided with the necessary protection.
3. All such actions taken and dates they are completed shall be documented on the appropriate forms located in the Hazard Evaluation and Abatement section of this manual.

When a hazard is discovered, no unauthorized employee is to correct the hazard. It should be reported at once to the management.

Imminent hazards are to be reported at once to management. No individual is to take it upon him or herself to correct an imminent hazard.

## VII. TRAINING AND INSTRUCTION

All employees, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction shall be provided as follows:

1. When the Injury and Illness Prevention Program is first established.
2. To all new employees.
3. To all employees given new job assignments for which training has not been previously provided.
4. Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard.
5. Whenever the Company is made aware of a new or previously unrecognized hazard.
6. To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed.
7. To all employees with respect to hazards specific to each employee's job assignment.

Workplace safety and health training practices include, but are not limited to, the following:

1. Explanation of the Company's Injury and Illness Prevention Program, emergency action plan and fire prevention plan, and measures for reporting any unsafe conditions, work practices, and injuries.
2. Uses of appropriate clothing, including gloves, footwear, and Personal Protective Equipment.
3. Information about chemical hazards to which employees could be exposed and other hazard communication program information.
4. Availability of toilet, hand-washing and drinking water facilities.
5. Provisions for medical services and First Aid including emergency procedures.

In addition, the Company provides specific instructions to all employees regarding hazards unique to their job assignment, to the extent that such information was not already covered in other training.

The Safety Director or designee shall ensure that supervisors receive training to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed.

New employee training is to be done by the Foreman/Supervisor. All employees are to be oriented on the checklist in the Orientation section of this manual. This checklist must be signed by a supervisor. Where further training is needed or requested, the training form in the Training section of this manual shall be used.

No employee is allowed to work before training is completed. This includes completion of the new employee checklist, which is to be signed by the Supervisor/Foreman.

All new employees are to be provided an employee handout describing their rights and disciplinary action procedures if necessary.

A competent supervisor/foreman shall instruct all personnel assigned a new job on the possible hazards of the new assignment before the task is begun. If the new work involves any new substances, equipment, processes, or procedures, it is the responsibility of management or the Supervisor/Foreman to train all employees on the new hazards, substances, equipment, processes, or procedures.

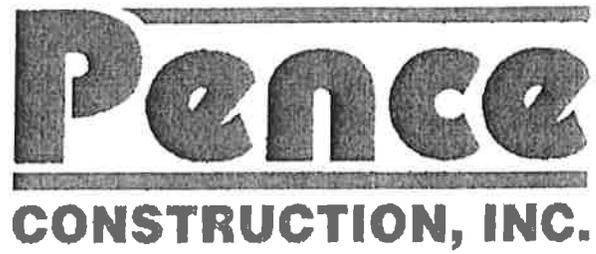
New hazards are to be reviewed by management and the Supervisor/Foreman and a new Code of Safe Practice is to be written. Training in this new hazard will be completed before an employee is involved in the task. All employees are to have full knowledge of the safety procedures of the task.

Management and the Supervisor/Foreman are responsible for all training on the new hazard.

Supervisors are responsible to see that those under their direction receive training on general workplace safety as well as specific instructions with regard to hazards unique to any job assignment.

## VIII. RECORDKEEPING

1. Records of hazard assessment inspections, including the person(s) or persons conducting the inspection, the unsafe conditions and work practices that have been identified and the action taken to correct the identified unsafe conditions and work practices, are recorded on a hazard assessment and correction form. This documentation shall be maintained for a period of (1) year.
2. Documentation of safety and health training for each worker, including the worker's name or other identifier, training dates, type(s) of training, and training providers are recorded on a worker training and instruction form. This documentation shall be maintained for a period of (3) years.
3. The Log of Work-Related Injuries and Illnesses (Form 300, 300A and Form 301) will be maintained to classify work-related injuries and illnesses and to note the extent and severity of each case. The Form 300A (Summary) will be posted by February 1 of the year following the year covered by the form and keep it posted until April 30 of that year. This documentation shall be maintained for a period of (5) years.
4. Ventilation system records shall be maintained for a period of (5) years.
5. Medical and Occupational exposure records shall be maintained for a period of (30) years.



# POLICY

Revised  
01/26/2015

## MANAGEMENT COMMITMENT

### POLICY STATEMENT

We recognize that the safety of our employees is of the utmost importance. The Safety Program is designed to aid employees and management in adhering to safe standards in our work place. The ultimate company objective is to prevent accidents and injuries to all employees.

While it is the responsibility of management to maintain an effective level of compliance to safety standards, it is also the responsibility of all our employees to perform their jobs and conduct themselves in accordance with such standards. Working together, we can insure safe and healthy conditions for all employees. Therefore, each and every employee must be aware of, understand and participate in the Safety Program.

Our management is dedicated to the health and safety of all its employees. To this end, we will respond to unsafe conditions or practices. The successful operation of Pence Construction, Inc. will depend not only on sales and service, but also on how safely each job is performed. There is no job so important, nor any service so urgent, that we cannot take time to work safely. We consider the safety of our personnel to be of prime importance, and we expect your full cooperation in making our program effective.

  
\_\_\_\_\_  
President

DATE: \_\_\_\_\_

12/1/15



# SAFETY DIRECTOR

Revised  
01/26/2015

## SAFETY DIRECTOR

Pence Construction, Inc. has named Rick Pence to have the overall responsibility of our Injury and Illness Prevention Program.

Phil Egan is Pence Construction, Inc.'s Competent Person.

The Safety Director's primary purpose is to create and maintain safety interest at all levels of employment. The Safety Director is also involved in continually monitoring and evaluating overall Company loss prevention efforts. The Safety Director will be responsible for reviewing all accident investigation reports and implementing needed controls to prevent recurrence. In addition, he/she will also be responsible for monitoring and evaluating employees and supervisory safety training activities. Permanent records, including minutes of all meetings, will be maintained by the Safety Director to permit a fair assessment of the effectiveness of the Safety Program.

The Safety Director's responsibility is to commit to implement an effective Injury and Illness Prevention Program and integrate it into the entire business operations. The Safety Director will oversee the program in its entirety and implement the Program into day-to-day business operations. Other supervisory personnel will be required to work closely with the Safety Director to ensure that the program is implemented throughout the Company.

Communications concerning occupational safety and health will include provisions for Management communication to employees and for employee communication to Management. Management will communicate safety information to employees in the form of Postings, Safety Meetings, and written documentation on company safety policies, company safety goals, office and shop safety guidelines, Hazard Communication guidelines and safety practices with outside vendors and contractors.

## **RESPONSIBILITIES**

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### **SUPERVISORS**

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**Our Supervisors are the foundation of the safety program. Their responsibilities are to:**

1. Familiarize themselves with company safety policies, programs, and procedures.
2. Provide complete safety training to employees prior to the assignment of duties.
3. Be aware of all safety considerations when introducing a new process, procedure, machine or material to the worker.
4. Consistently and fairly enforce all company safety rules.
5. Give maximum support to all programs and committees whose function is to promote safety and health.
6. Investigate injuries to determine cause, then take action to prevent repetition.
7. See that all injuries, no matter how minor, are treated immediately and referred to the Safety Director to ensure prompt reporting to the insurance carrier.
8. Review serious accidents to ensure that proper reports are completed, and appropriate action is taken to prevent repetition.
9. Inspect work areas often to detect unsafe conditions and work practices
10. Attend all company safety meetings

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### **EMPLOYEES:**

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**Our employees are responsible for safety including the following:**

1. Adhere to all safety rules and regulations
2. Wear appropriate safety equipment as required
3. Maintain equipment in good condition with all safety guards in place when in operation.
4. Report all injuries, no matter how minor, immediately to a Supervisor.
5. Encourage co-workers to work safely.
6. Report unsafe acts and conditions to the Safety Director or a Supervisor.

# ACCESS TO MEDICAL AND EXPOSURE RECORDS

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BY CAL/OSHA REGULATION  
- GENERAL INDUSTRY SAFETY ORDER 3204 -  
YOU HAVE THE RIGHT TO SEE AND COPY:

- Your medical records and records of exposure to toxic substances or harmful physical agents.
  - Records of exposure to toxic substances or harmful physical agents of other employees with work conditions similar to yours.
  - Material Safety Data Sheets or other information that exists for chemicals or substances used in the workplace, or to which employees may be exposed.
- 

THESE RECORDS ARE AVAILABLE AT:

PENCE CONSTRUCTION, INC.  
1423 West State Street  
Redlands, CA 92373

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A COPY OF GENERAL INDUSTRY  
SAFETY ORDER 3204 IS AVAILABLE FROM:

<http://www.dir.ca.gov/dosh/LawsAndRegulations>

Posting the above information is required by GISO 3204. This posting may be done by using of this placard or any similar method the employer chooses.

## NOTICE TO EMPLOYEES

THIS EMPLOYER IS REGISTERED UNDER THE CA UNEMPLOYMENT INSURANCE CODE, AND IS REPORTING WAGE CREDITS THAT ARE BEING ACCUMULATED FOR YOU TO BE USED AS A BASIS FOR

### ***UNEMPLOYMENT INSURANCE***

(Paid for entirely by EMPLOYERS' taxes)

### ***DISABILITY INSURANCE***

(Paid for entirely by WAGE EARNERS' taxes)

- WHEN YOU ARE UNEMPLOYED AND READY, WILLING AND ABLE TO WORK, YOU MAY BE ELIGIBLE TO RECEIVE UNEMPLOYMENT INSURANCE.

You must file a claim for Unemployment Insurance at the nearest Employment Development Department Office, and register for work.

- IF YOU WORK LESS THAN YOUR NORMAL FULL-TIME HOURS, YOU MAY ALSO BE ELIGIBLE TO RECEIVE BENEFITS.

You must file a claim for Unemployment Insurance at the nearest Employment Development Department Office.

- WHEN YOU ARE UNABLE TO WORK BECAUSE OF SICKNESS, INJURY, OR PREGNANCY, YOU MAY BE ELIGIBLE TO RECEIVE DISABILITY INSURANCE BENEFITS.

1. If this firm operates under an approved Voluntary Plan of Disability Insurance and you have chosen to be covered by it, claim forms should be obtained from your employer.
2. For state Disability Insurance, claim forms may be obtained from your doctor, hospital, or any Employment Development Department Office. The "First Claim" must be mailed not later than the 41st day after the first day for which benefits are payable if you are to receive credit from the time you first became disabled. Earlier filing will speed your payment.

- GET FULL INFORMATION AT YOUR LOCAL EMPLOYMENT DEVELOPMENT DEPARTMENT OFFICE.

CLAIMS SHOULD BE FILED PROMPTLY. YOU MAY LOSE BENEFITS TO WHICH YOU WOULD OTHERWISE BE ENTITLED IF YOU DELAY FILING OF YOUR CLAIM.



# CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA

County of Orange

On October 25th, 2016 before me, Karen L. Ritto, Notary Public,  
Date Insert Name of Notary exactly as it appears on the official seal

personally appeared Shaunna Burchfiel

Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

Witness my hand and official seal.

Signature

[Signature]  
Signature of Notary Public Karen L. Ritto



Place Notary Seal Above

## OPTIONAL

Though the information below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent removal and reattachment of the form to another document.

### Description of Attached Document

Title or Type of Document: Bidder's Bond

Document Date: 10/25/16

Number of Pages: One

Signer(s) Other Than Named Above: \_\_\_\_\_

### Capacity(ies) Claimed by Signer(s)

Signer's Name: Shaunna Burchfiel

- Individual  
 Corporate Officer — Title(s): \_\_\_\_\_  
 Partner  Limited  General  
 Attorney in Fact  
 Trustee  
 Guardian or Conservator  
 Other: \_\_\_\_\_

RIGHT THUMBPRINT  
OF SIGNER

Top of thumb here

Signer is Representing:  
\_\_\_\_\_  
\_\_\_\_\_

Signer's Name: \_\_\_\_\_

- Individual  
 Corporate Officer — Title(s): \_\_\_\_\_  
 Partner  Limited  General  
 Attorney in Fact  
 Trustee  
 Guardian or Conservator  
 Other: \_\_\_\_\_

RIGHT THUMBPRINT  
OF SIGNER

Top of thumb here

Signer is Representing:  
\_\_\_\_\_  
\_\_\_\_\_

**CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT**

**CIVIL CODE § 1189**

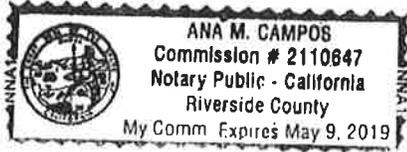
A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California )  
County of San Bernardino )  
On 10/25/16 before me, Ana M. Campos - Notary Public  
Date Here Insert Name and Title of the Officer  
personally appeared Terrence Richard Pence  
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Signature [Handwritten Signature]  
Signature of Notary Public

Place Notary Seal Above

**OPTIONAL**

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

**Description of Attached Document**

Title or Type of Document: \_\_\_\_\_  
Document Date: \_\_\_\_\_ Number of Pages: \_\_\_\_\_  
Signer(s) Other Than Named Above: \_\_\_\_\_

**Capacity(ies) Claimed by Signer(s)**

Signer's Name: \_\_\_\_\_  
 Corporate Officer -- Title(s): \_\_\_\_\_  
 Partner --  Limited  General  
 Individual  Attorney in Fact  
 Trustee  Guardian or Conservator  
 Other: \_\_\_\_\_  
Signer Is Representing: \_\_\_\_\_

Signer's Name: \_\_\_\_\_  
 Corporate Officer -- Title(s): \_\_\_\_\_  
 Partner --  Limited  General  
 Individual  Attorney in Fact  
 Trustee  Guardian or Conservator  
 Other: \_\_\_\_\_  
Signer Is Representing: \_\_\_\_\_

**POWER OF ATTORNEY**  
**AMERICAN CONTRACTORS INDEMNITY COMPANY TEXAS BONDING COMPANY**  
**UNITED STATES SURETY COMPANY U.S. SPECIALTY INSURANCE COMPANY**

KNOW ALL MEN BY THESE PRESENTS: That American Contractors Indemnity Company, a California corporation, Texas Bonding Company, an assumed name of American Contractors Indemnity Company, United States Surety Company, a Maryland corporation and U.S. Specialty Insurance Company, a Texas corporation (collectively, the "Companies"), do by these presents make, constitute and appoint:

**Daniel Huckabay, Andrew Waterbury, Arturo Ayala, Dwight Reilly,  
 Shaunna Burchfiel or Michael Castaneda of Orange, California**

its true and lawful Attorney(s)-in-fact, each in their separate capacity if more than one is named above, with full power and authority hereby conferred in its name, place and stead, to execute, acknowledge and deliver any and all bonds, recognizances, undertakings or other instruments or contracts of suretyship to include riders, amendments, and consents of surety, providing the bond penalty does not exceed \*\*\*\*\*Twenty Million\*\*\*\*\* Dollars (\$ \*\*20,000,000.00\*\* ).

This Power of Attorney shall expire without further action on December 20, 2017. This Power of Attorney is granted under and by authority of the following resolutions adopted by the Boards of Directors of the Companies:

*Be it Resolved*, that the President, any Vice-President, any Assistant Vice-President, any Secretary or any Assistant Secretary shall be and is hereby vested with full power and authority to appoint any one or more suitable persons as Attorney(s)-in-Fact to represent and act for and on behalf of the Company subject to the following provisions:

*Attorney-in-Fact* may be given full power and authority for and in the name of and on behalf of the Company, to execute, acknowledge and deliver, any and all bonds, recognizances, contracts, agreements or indemnity and other conditional or obligatory undertakings, including any and all consents for the release of retained percentages and/or final estimates on engineering and construction contracts, and any and all notices and documents canceling or terminating the Company's liability thereunder, and any such instruments so executed by any such Attorney-in-Fact shall be binding upon the Company as if signed by the President and sealed and effected by the Corporate Secretary.

*Be it Resolved*, that the signature of any authorized officer and seal of the Company heretofore or hereafter affixed to any power of attorney or any certificate relating thereto by facsimile, and any power of attorney or certificate bearing facsimile signature or facsimile seal shall be valid and binding upon the Company with respect to any bond or undertaking to which it is attached.

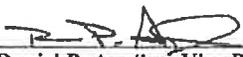
IN WITNESS WHEREOF, The Companies have caused this instrument to be signed and their corporate seals to be hereto affixed, this 1st day of December, 2014.

**AMERICAN CONTRACTORS INDEMNITY COMPANY TEXAS BONDING COMPANY**  
**UNITED STATES SURETY COMPANY U.S. SPECIALTY INSURANCE COMPANY**

Corporate Seals



By:

  
 Daniel P. Aguilar, Vice President

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California  
 County of Los Angeles SS:

On this 1st day of December, 2014, before me, Maria G. Rodriguez-Wong, a notary public, personally appeared Dan P. Aguilar, Vice President of American Contractors Indemnity Company, Texas Bonding Company, United States Surety Company and U.S. Specialty Insurance Company who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his authorized capacity, and that by his signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.  
 WITNESS my hand and official seal.

Signature \_\_\_\_\_



(Seal)



I, Kio Lo, Assistant Secretary of American Contractors Indemnity Company, Texas Bonding Company, United States Surety Company and U.S. Specialty Insurance Company, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney, executed by said Companies, which is still in full force and effect; furthermore, the resolutions of the Boards of Directors, set out in the Power of Attorney are in full force and effect.

In Witness Whereof, I have hereunto set my hand and affixed the seals of said Companies at Los Angeles, California this 25th day of October, 2016

Corporate Seals



Bond No. CSBA-3394  
 Agency No. 8472



Kio Lo, Assistant Secretary

**CITY OF SAN BERNARDINO  
MUNICIPAL WATER DEPARTMENT**

**BOARD OF WATER COMMISSIONERS  
STAFF REPORT**

NOV - 7 2016  
*@fast*

**TO:** Stacey R. Aldstadt, General Manager

**FROM:** Miguel J. Guerrero, P.E., Director of Water Utility

**SUBJECT:** **OCTOBER 2016 DROUGHT MONITORING REPORT  
INFORMATIONAL ITEM ONLY**

**DATE:** November 4, 2016

**COPIES:** Robin Ohama (w/o attach), Mike Garland (w/o attach), Con Arrieta (w/o attach),  
Greg Gage (w/o attach), Sally Duran (w/attach)

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**BACKGROUND:**

In May 2015, the State Water Resources Control Board (SWRCB) adopted an emergency drought regulation requiring a 25% reduction in potable water use across the state. SWRCB's emergency regulation outlined percentage reduction tiers (conservation standards) in gross water production for each urban water supplier to achieve the 25% reduction. Initially, the Department's conservation standard was set at 28%, but as SWRCB continued to refine the emergency regulation, the Department's standard was reduced multiple times and is currently set at 15%. The latest amendment of the emergency regulation allowed water suppliers to self-certify their own conservation standard based on supply and demand from previous years, and it also extended the emergency regulation through February 2017.

In May 2015, in response to SWRCB's emergency regulation, the Board of Water Commissioners (Board) adopted a resolution to amend Department Rule and Regulation No. 21 to include Stage IIA extreme mandatory restrictions, and at the same time, the Board implemented Stage IIA restrictions. Stage IIA requires a reduction in potable water use by all Department customers. Stage IIA also includes several other restrictions such as limiting outdoor watering to three days per week, prohibiting public medians with turf irrigation to be irrigated, and prohibiting outdoor irrigation 48 hours after a significant rainfall event.

Staff continues to monitor and track the effects of the ongoing drought by monitoring groundwater levels in select wells located in the Department's service area. The purpose of this monitoring is to track groundwater level trends as pumping continues during extreme drought conditions. This monthly report to the Board of Water Commissioners (Board) will provide valuable data needed to contemplate important policy decisions related to Water Supply Shortage Stages outlined in Rule and Regulation No. 21.

Stacey R. Aldstadt, General Manager

Page 2

November 4, 2016

**SUBJECT: OCTOBER 2016 DROUGHT MONITORING REPORT  
INFORMATIONAL ITEM ONLY**

**STAFF ANALYSIS – BASIN CONDITIONS/HYDROGRAPHS:**

In order for staff to effectively monitor the basin conditions, index wells within defined sub-regions were selected and are shown on the attached overall and regional figures, along with each well's hydrograph in **Exhibit A**. A well hydrograph graphically depicts a well's water level over time.

Although not as drastic as previous years, water levels continue to drop in the northwest portion of the Department's service area, west and northwest of California State University San Bernardino (Cal State SB). This area's index wells (Cajon 3, Mallory, and DC-1) all experienced slight water level decreases this past month. DC-1 water level initially increased when recharging of State Water Project water at Sweetwater Basins began earlier this year, but it has since been up and down.

Wells located just south of Cal State SB, including index wells Newmark 3, EPA 006 and 007, had steadily decreasing water levels over the past few months, but did see a slight increase the last couple of months. EPA 006 was rehabilitated and is now operational. The decrease seen in the EPA 006 hydrograph is not a decrease in groundwater level, it is the drawdown experienced when pumping.

With the exception of the Waterman and Gilbert wells, wells situated near the I-210 corridor experienced slightly increasing water levels. Some of these wells are seasonably operated (only operated during hot summer months), and with summer now over, most of these wells will be inactive. As recharge at the Waterman Basins continues, an upward trend or slowed decrease in water levels is expected in wells located downstream of these basins.

EPA 001, 002, 003, 004, and 005 wells are showing increasing water levels over the past month. Water levels are still higher in these wells than the recent low levels experienced during the 2008 and 2009 timeframe.

With the exception of EPA 110, EPA wells along the western edge of the Muscoy OU (EPA Wells 109 through 112) are showing slight decrease or increase in water levels. The extreme decline in the shallow and intermediate aquifer levels over the last two years has slowed due to decreased consumption. The drastic decrease in pumping water level in EPA 110 is currently being investigated. It is suspected that either error in data gathering or equipment failure leading to efficiency drop caused the dramatic decrease.

Wells in the Cajon Creek and Lytle Creek areas are experiencing the most severe declines in the service area. This is in large part due to the fact that the Department has no means by which to artificially recharge this part of the basin. Staff is looking into long-term solutions to this recharge deficiency and will be briefing the Board in the future on a plan to recharge this part of the basin.

November 4, 2016

**SUBJECT: OCTOBER 2016 DROUGHT MONITORING REPORT  
INFORMATIONAL ITEM ONLY**

**Exhibit B** contains a report generated from the Department's database for all of the production well water levels. This report contains calculations to determine the depth of water over pump equipment in each well. The depth of water over pumping equipment is critical to ensure adequate positive suction head for each pumping unit. If the water levels in a well decline to the same elevation as the pumping equipment, the pump will begin to pull air into the pump bowls, inducing equipment damage. If water levels in wells decline to these levels, it prompts the need to rehabilitate the well by pulling the old pump equipment and replacing with new pumping equipment and placing the pump deeper in the well. Staff monitors these water level depths closely to ensure no failures occur and to estimate if and when pump equipment needs to be pulled and replaced to effectively "chase" the declining water levels.

**Exhibit C** contains a report of total cumulative rainfall at the five (5) rain gauges operated and maintained by the Department. These five (5) gauges are located at the Water Utility Yards, Mill and D Plant, Newmark Plant, Lytle Creek Plant, and Devil Canyon Plant. The report shows that there was 0.5 to slightly over 1 inch of rain in the city in October 2016.

**COMPLETED AND PENDING WELL REHABILITATIONS:**

EPA 006 rehabilitation was completed last month and is currently operating efficiently. EPA Wells 001, 108S, and 111 are currently being rehabilitated. Other wells slated for rehabilitation in the near future are Newmark 3, EPA 112, and Cajon 3.

**SERVICE AREA WATER DEMAND REDUCTIONS:**

The Department has been reporting monthly production data to the SWRCB as required by the drought emergency regulation. SWRCB also required all urban water suppliers to track gallons per capita per day (GPCD) beginning in October 2014 for the September 2014 reporting period. The response by the Department's customers to the Board's Stage II and Stage IIA declarations and the mandatory water use restrictions has been remarkable. GPCD values and percent water reduction as compared to 2013 values are shown below.

Month/Year	GPCD	% Change in Gross Production vs. 2013
October 2015	100.63	-23.44%
November 2015	92.50	-16.60%
December 2015	82.45	-17.08%
January 2016	75.81	-16.28%
February 2016	81.71	-10.19%
March 2016	85.45	-17.56%
April 2016	97.32	-24.78%
May 2016	102.58	-30.76%
June 2016	131.36	-23.11%
July 2016	141.97	-18.24%

Stacey R. Aldstadt, General Manager

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November 4, 2016

**SUBJECT: OCTOBER 2016 DROUGHT MONITORING REPORT  
INFORMATIONAL ITEM ONLY**

August 2016	143.51	-23.82%
September 2016	133.84	-19.67%
October 2016	106.76	-18.16%
<b>Cumulative Compliance*</b>	-	<b>-20.76%</b>

\*Based on revised Emergency Regulation, compliance period begins June 2016 and extends through February 2017.

The Department experienced a decrease in gross water production of approximately 18.1% in October 2016. SWRCB tracks compliance on a cumulative basis beginning with June 2016. Cumulative tracking means that the conservation savings will be added together from one month to the next and compared to the amount of water used during the same months in 2013. With a cumulative reduction through September 2016 of approximately 20.8%, the Department is meeting its self-imposed conservation standard of 15%.

The Department's local and regional outreach efforts regarding the drought continue to have an effect on customer water usage. Internally, Water Staff have been directed to make operational changes to minimize water loss from the system, including curtailing certain hydrant flushing programs temporarily. A graph depicting the Department's monthly gross water production versus the same production in 2013 along with the reduction target is attached for reference.

In response to the State Water Project (SWP) allocation increase to 60%, the Department began recharging SWP water at the Waterman Basins, Badger Basins, and the Sweetwater Basins. Recharge activity will continue throughout the year to maximize the use of Department allocated/purchased SWP water.

**STAFF'S RECOMMENDATION:**

No action is recommended at this time. Staff will continue to monitor the State's continued response to the drought and monitor water level trends of all production wells and provide monthly updates to the Board.

Respectfully submitted,



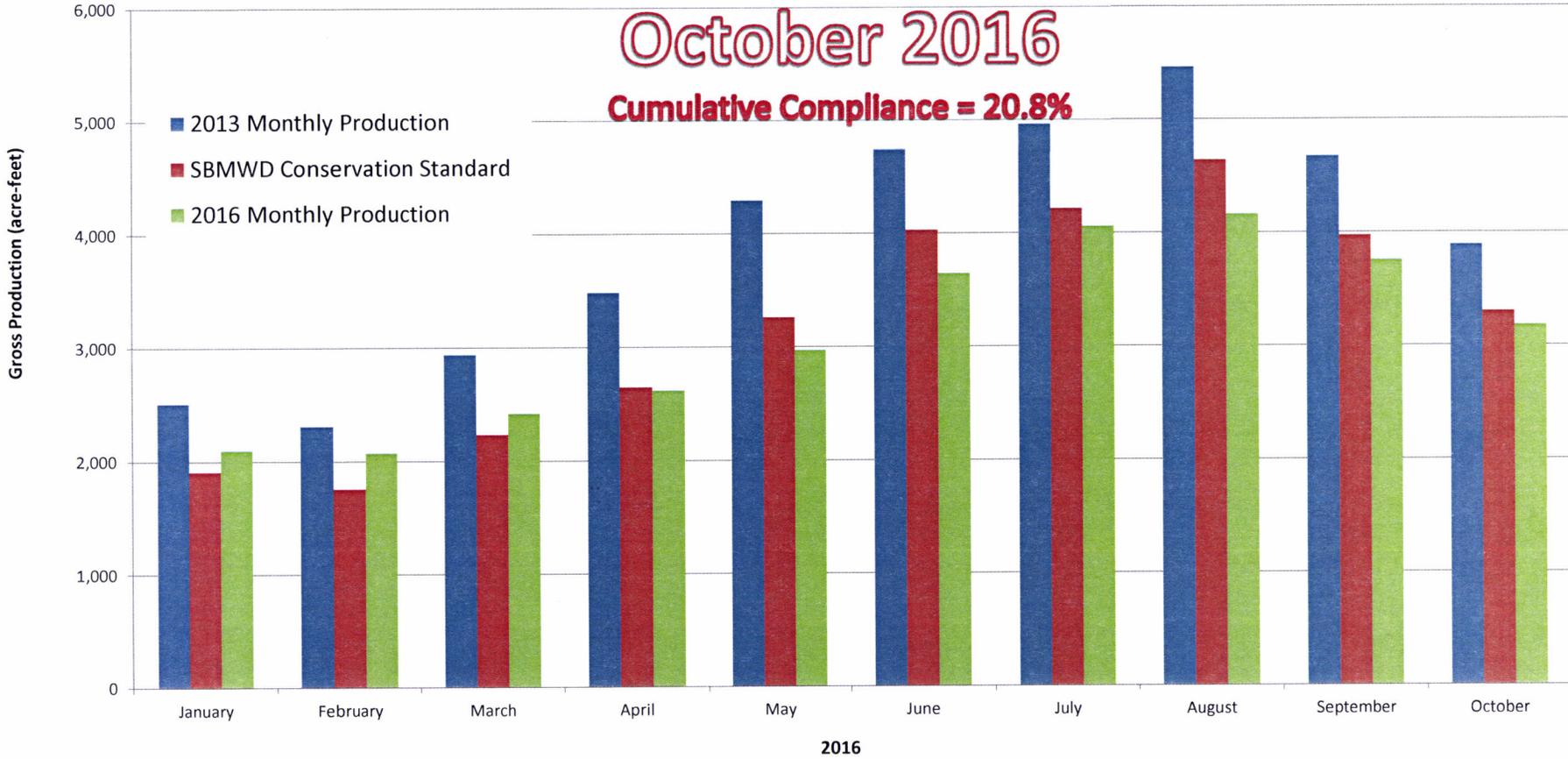
Miguel J. Guerrero, P.E.  
Director, Water Utility

MJG:swd  
Attach.

SWRCB Emergency Drought Regulation Compliance Tracking  
San Bernardino Municipal Water Department

October 2016

Cumulative Compliance = 20.8%



# EXHIBIT A



**Hydrographs**

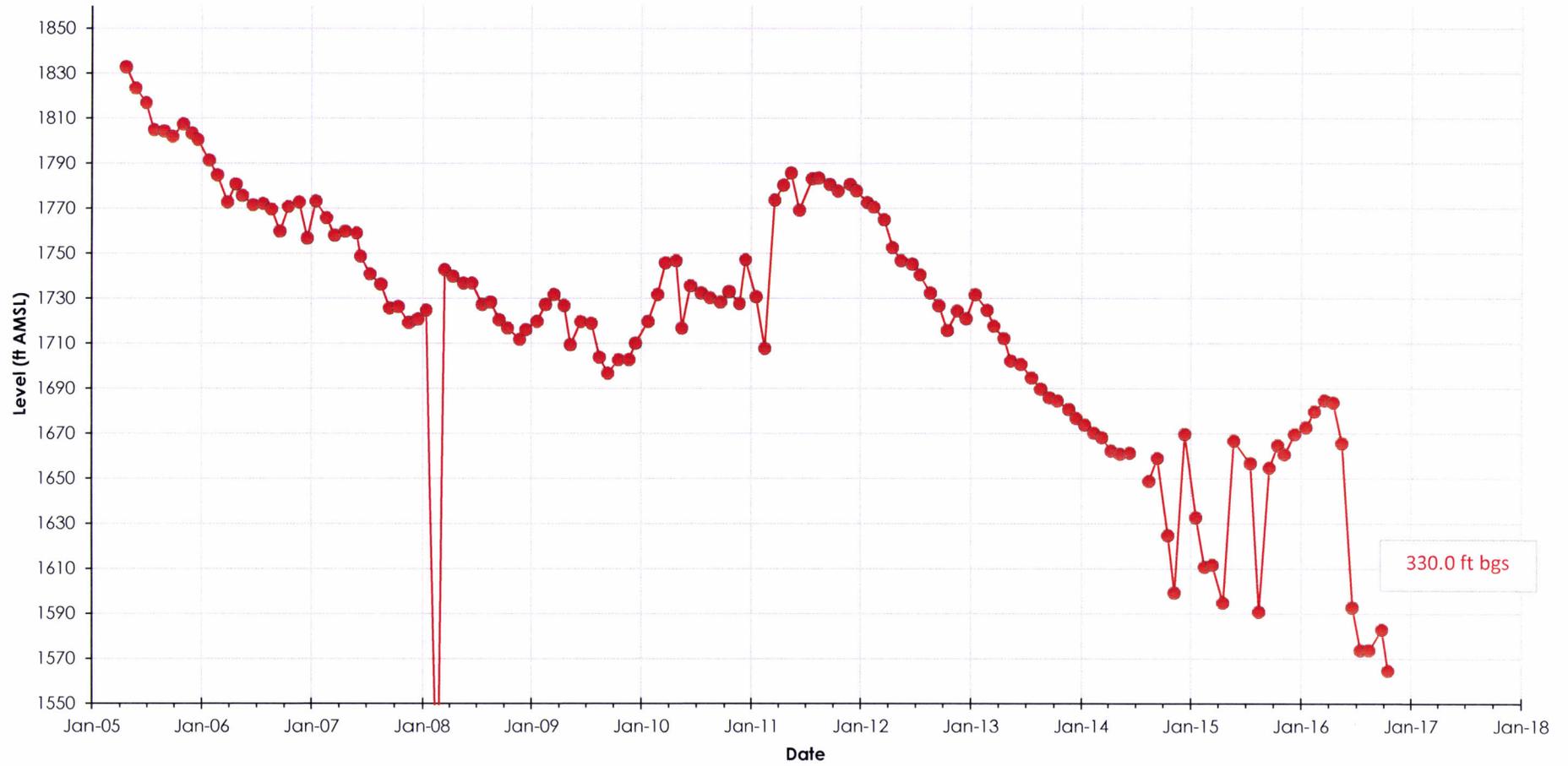
**Region: Cajon Creek**

**Upgradient Production and Monitoring Wells**

**Recharge Source:**

**Cajon Creek (No Artificial Recharge)**

1894.9  
Ground  
Elev.



Client/Project

Water Level Monitoring Program  
City of San Bernardino California

Figure/Well No.

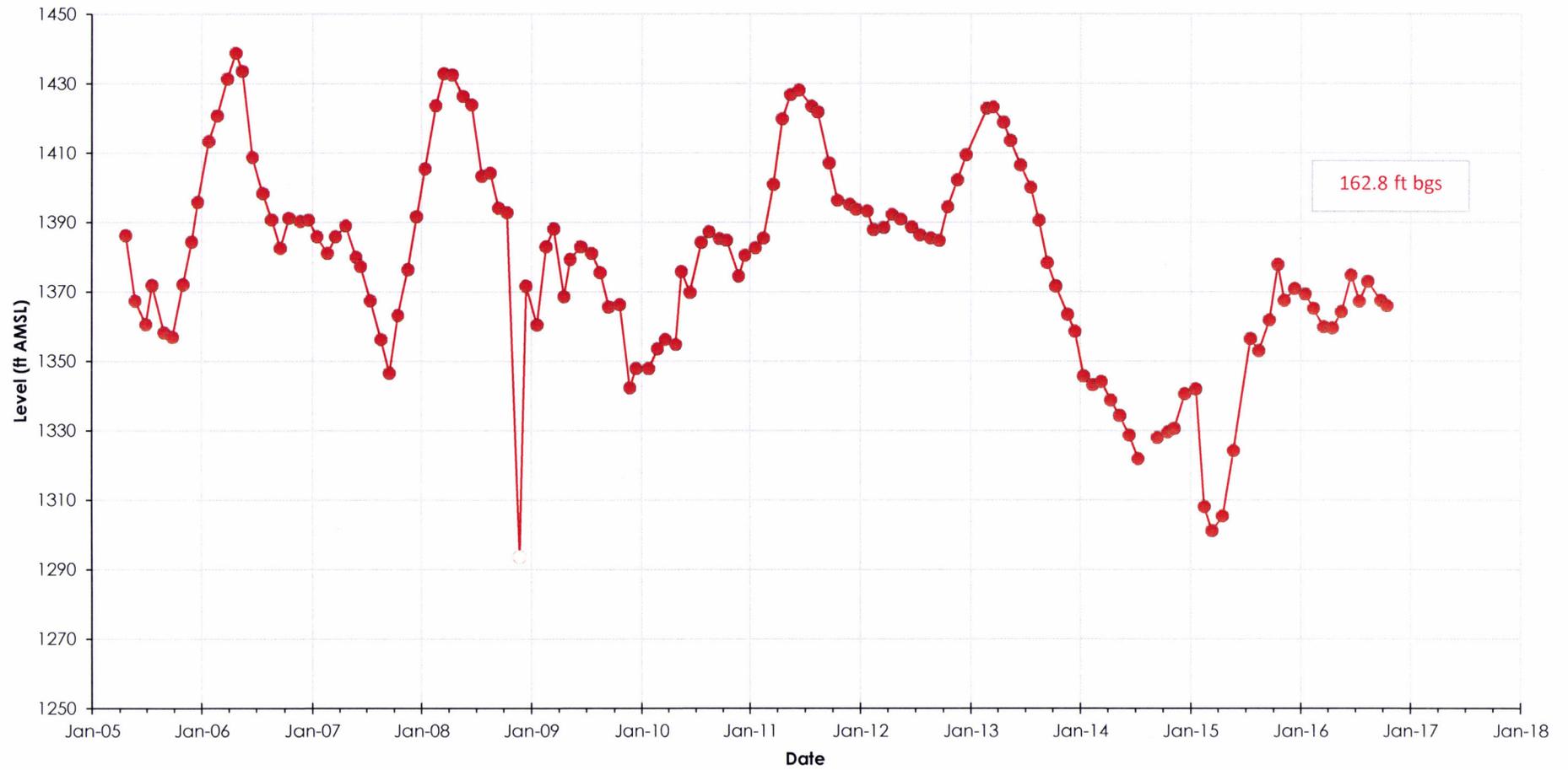
**Cajon 3**

Title

**Water Level Elevations**



1528.9  
Ground  
Elev.



Client/Project

Water Level Monitoring Program  
City of San Bernardino California

Figure/Well No.

Devil Canyon 1

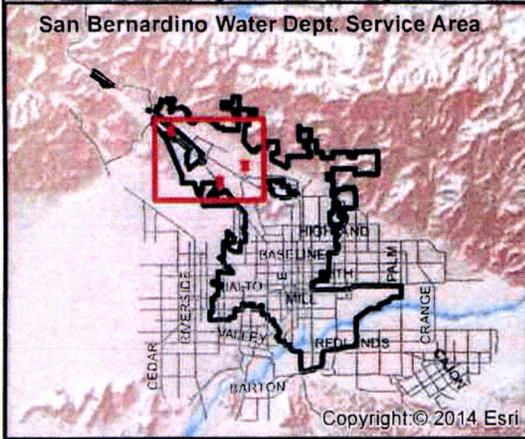
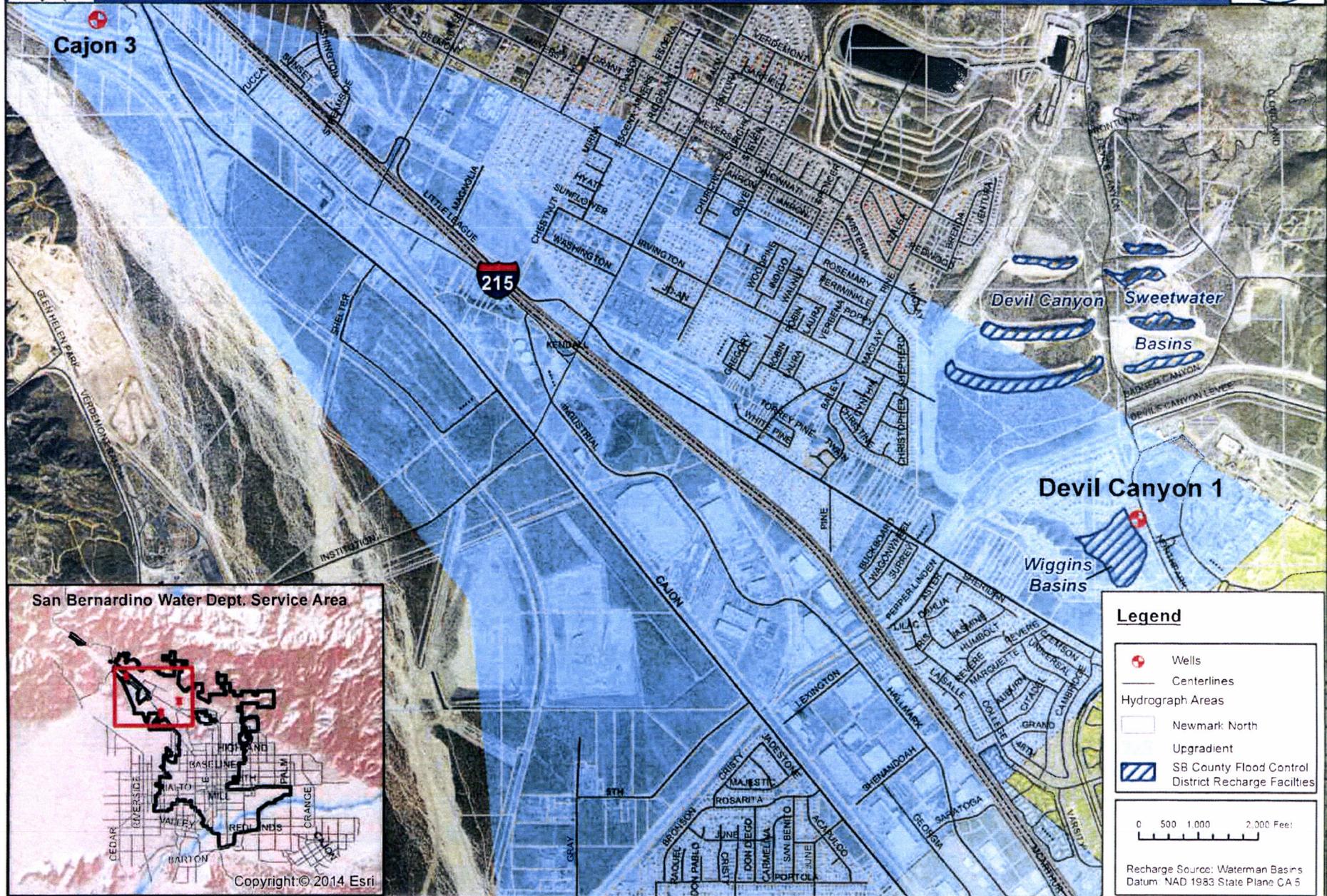
Title

Water Level Elevations



# CAJON CREEK REGION

## Upgradient Production and Monitoring Wells



**Legend**

- Wells
- Centerlines
- Hydrograph Areas
  - Newmark North
  - Upgradient
  - SB County Flood Control District Recharge Facilities

0 500 1,000 2,000 Feet

Recharge Source: Waterman Basins  
Datum: NAD 1983 State Plane CA 5

**Hydrographs**

**Region: Newmark North**

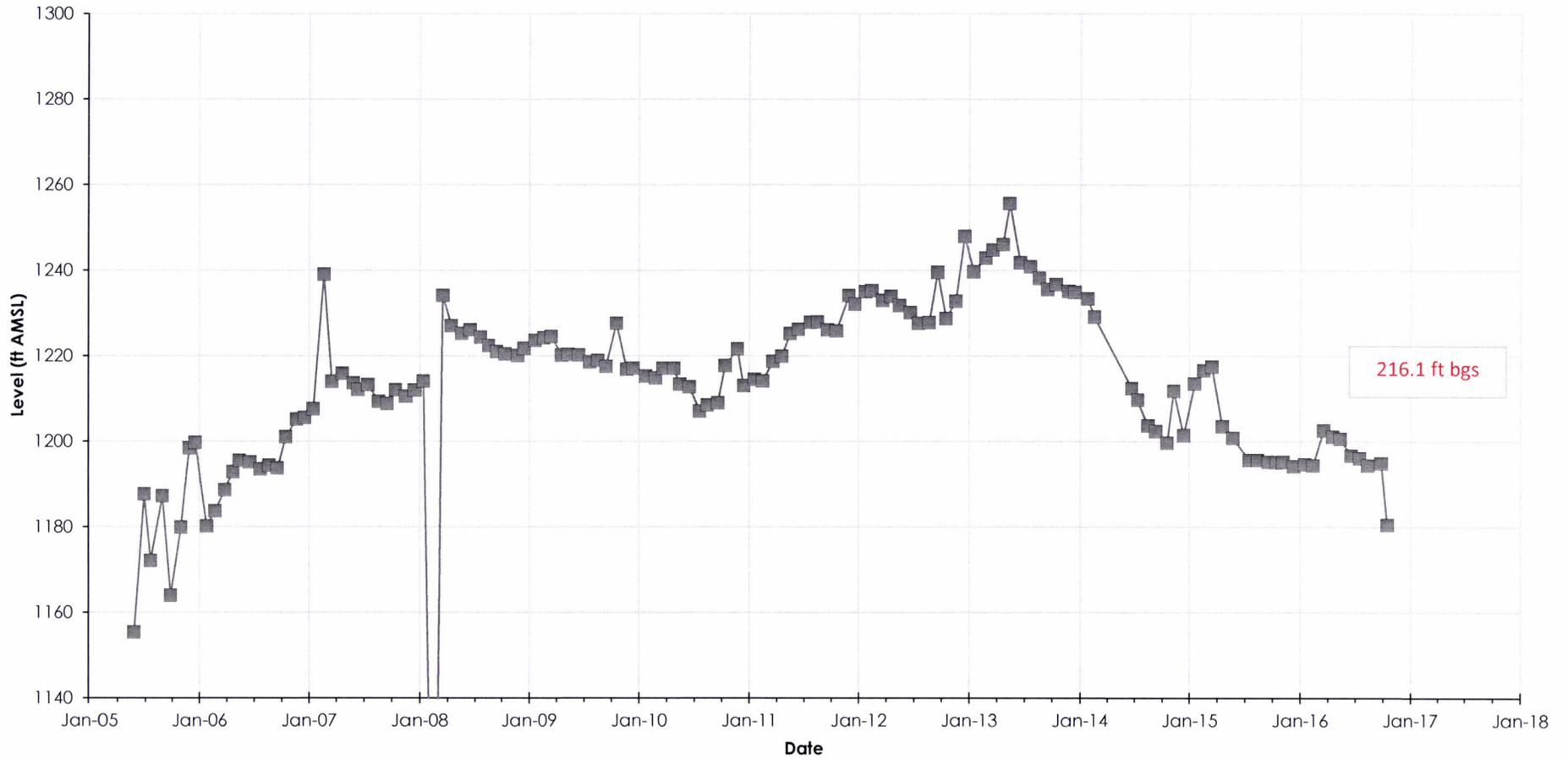
**Extraction and Monitoring Wells**

**Recharge Source:**

**Sweetwater/Devil Canyon Basins and Badger Basins**



1396.6  
Ground  
Elev.



Client/Project

Water Level Monitoring Program  
City of San Bernardino California

Figure/Well No.

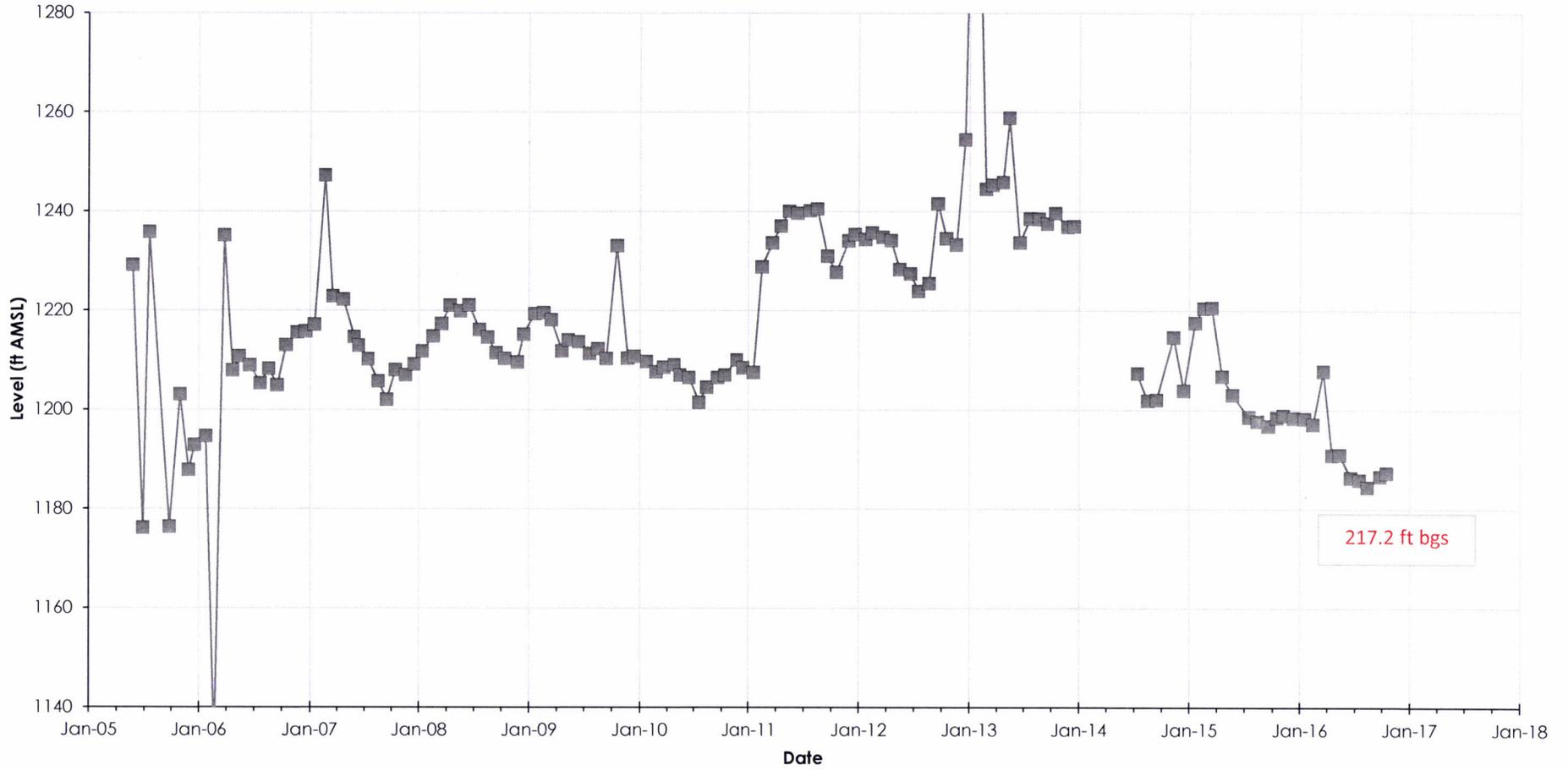
EPA 006

Title

Water Level Elevations



1404.5  
Ground  
Elev.



Client/Project

Water Level Monitoring Program  
City of San Bernardino California

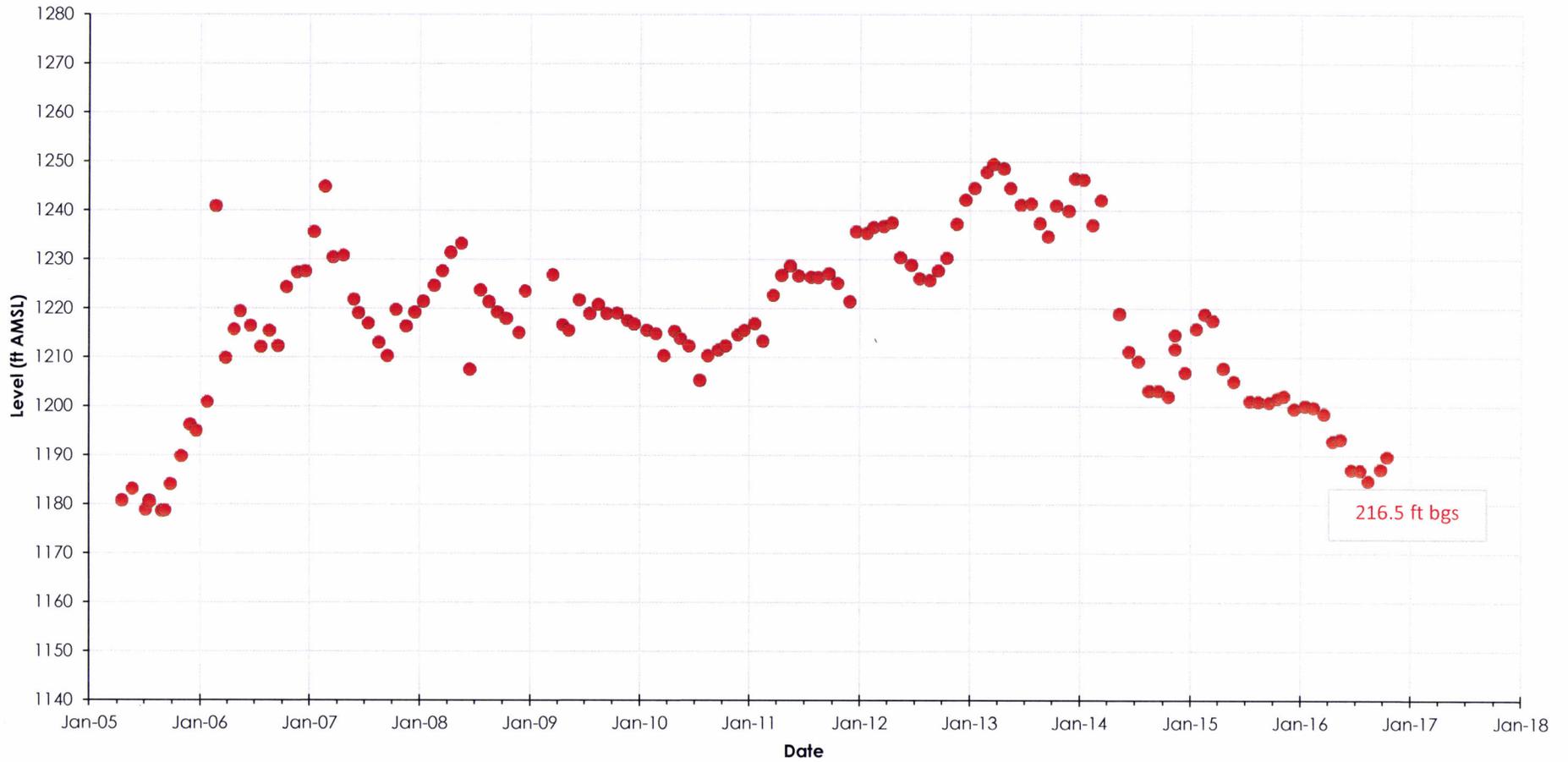
Figure/Well No.

EPA 007

Title

Water Level Elevations

1407.9  
Ground  
Elev.



Client/Project

Water Level Monitoring Program  
City of San Bernardino California

Figure/Well No.

**Newmark 3**

Title

**Water Level Elevations**

## **Hydrographs**

**Region: Newmark Mid-Plume**

**Production and Monitoring Wells**

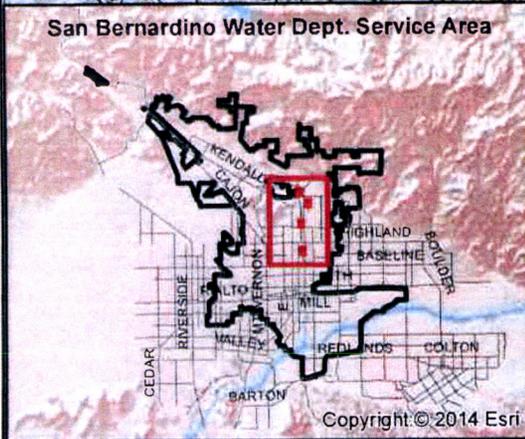
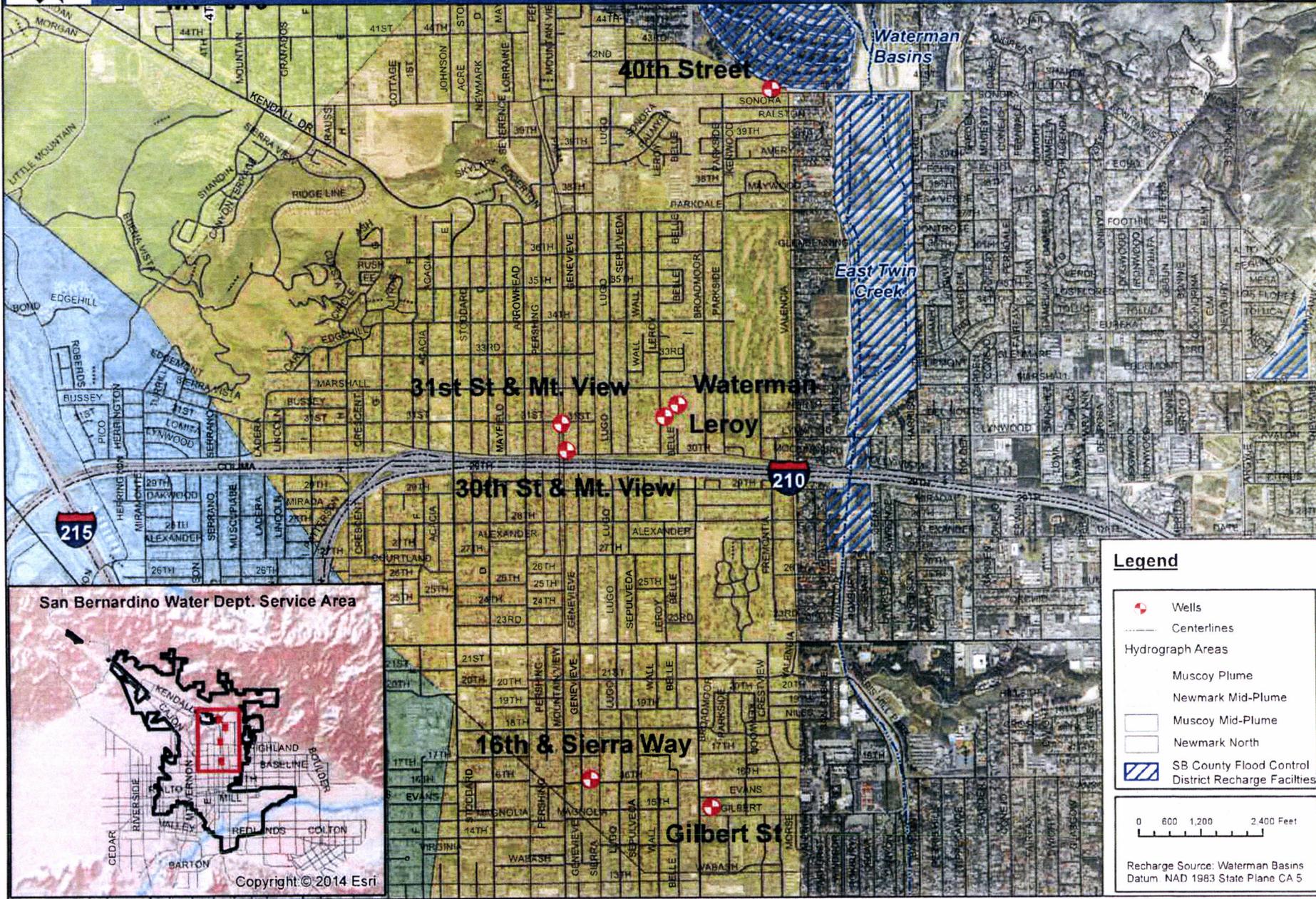
**Recharge Source:**

**Waterman Basins**



# NEWMARK MID-PLUME REGION

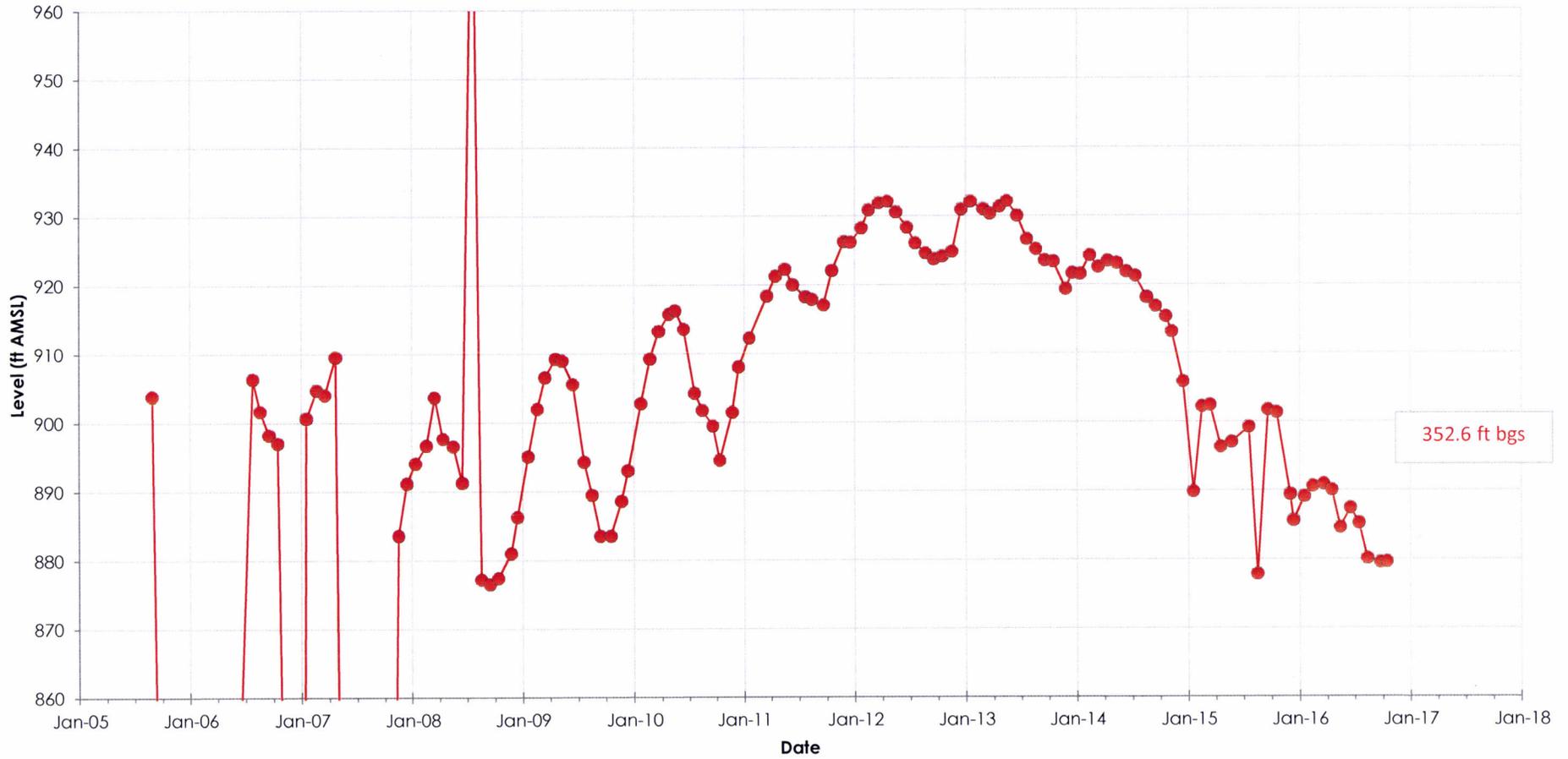
## Production and Monitoring Wells



K:\Projects\Map\Consent\Docere - monthly\Newmark\_Mid Plume.mxd



1232.3  
Ground  
Elev.



Client/Project

Water Level Monitoring Program  
City of San Bernardino California

Figure/Well No.

31st & Mt. View

Title

Water Level Elevations





1355.0  
Ground  
Elev.



Client/Project

Water Level Monitoring Program  
City of San Bernardino California

Figure/Well No.

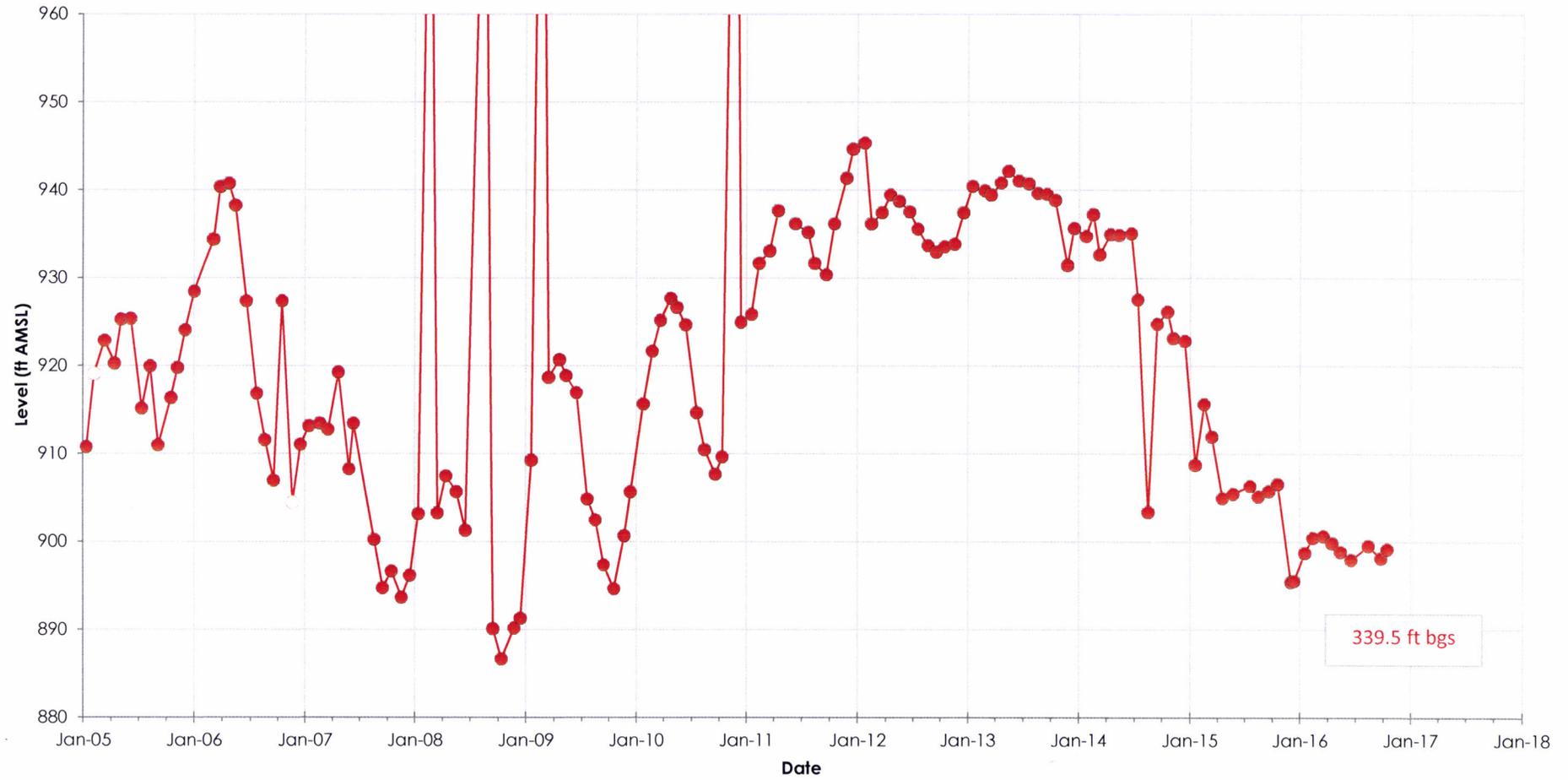
**40th Street Well**

Title

**Water Level Elevations**



1239.7  
Ground  
Elev.



Client/Project

Water Level Monitoring Program  
City of San Bernardino California

Figure/Well No.

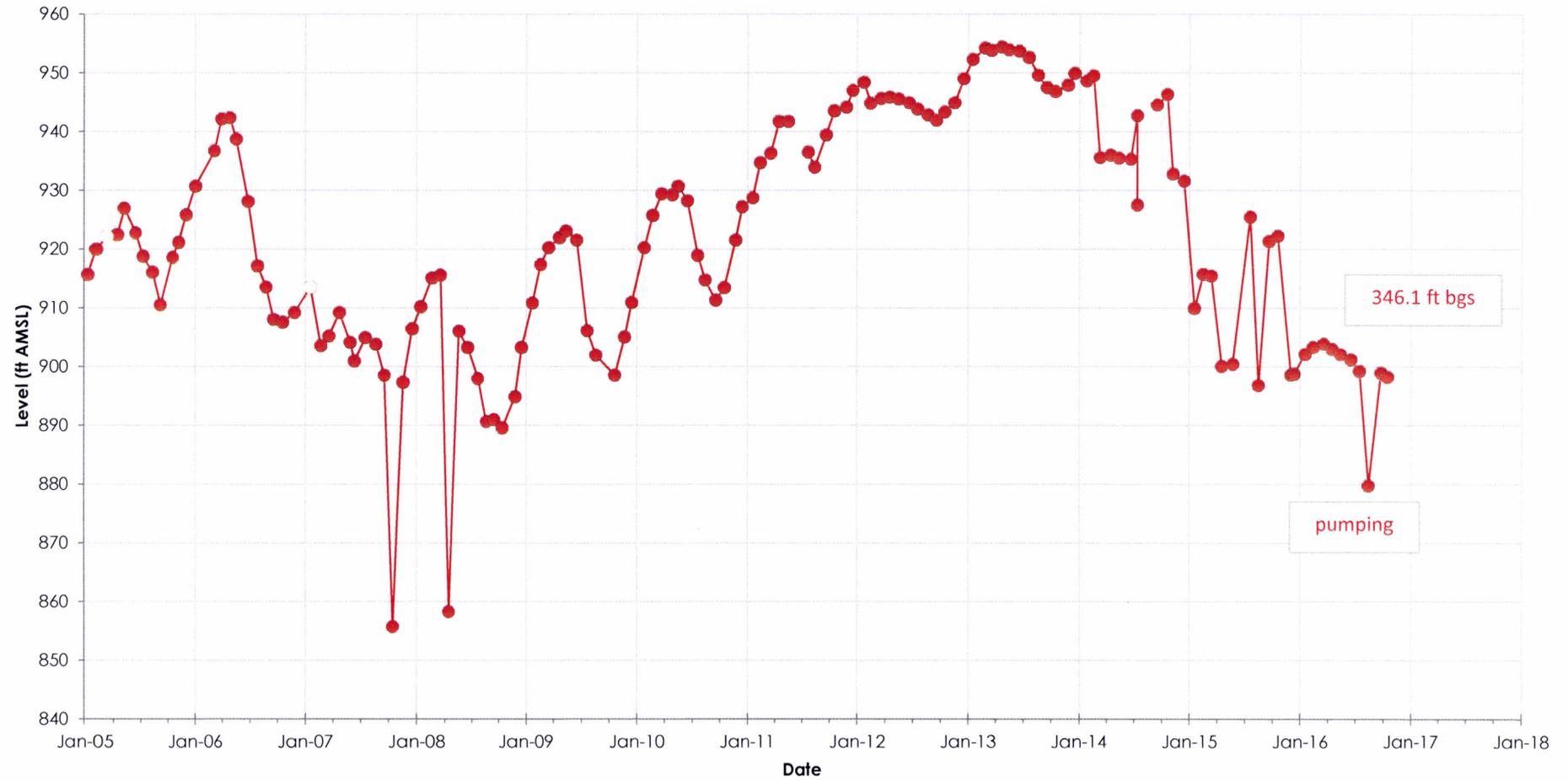
**Leroy Well**

Title

**Water Level Elevations**



1244.8  
Ground  
Elev.



Client/Project

Water Level Monitoring Program  
City of San Bernardino California

Figure/Well No.

**Waterman Well**

Title

**Water Level Elevations**



## **Hydrographs**

**Region: Newmark Plume Front**

**Extraction and Monitoring Wells**

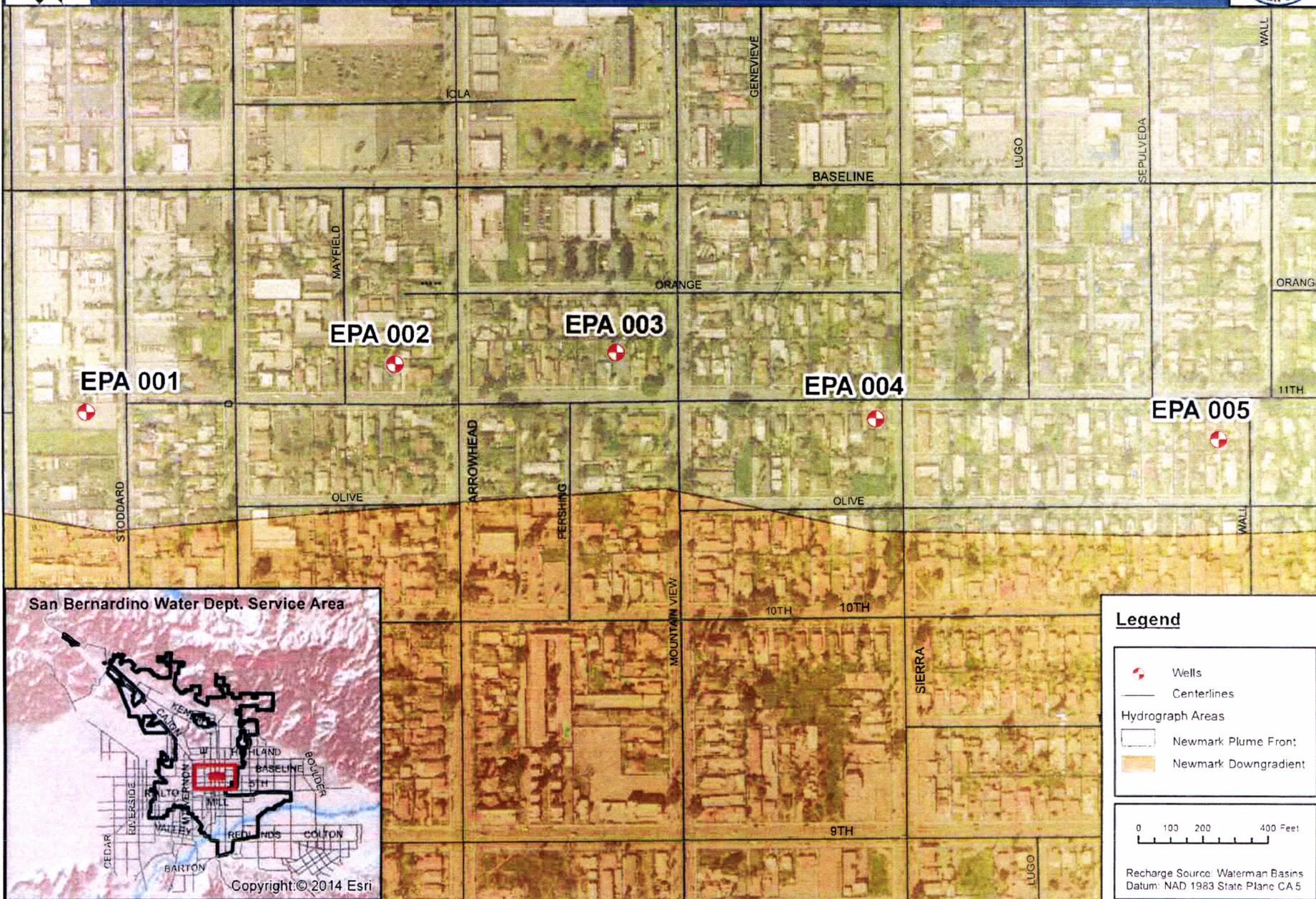
**Recharge Source:**

**Waterman Basins**

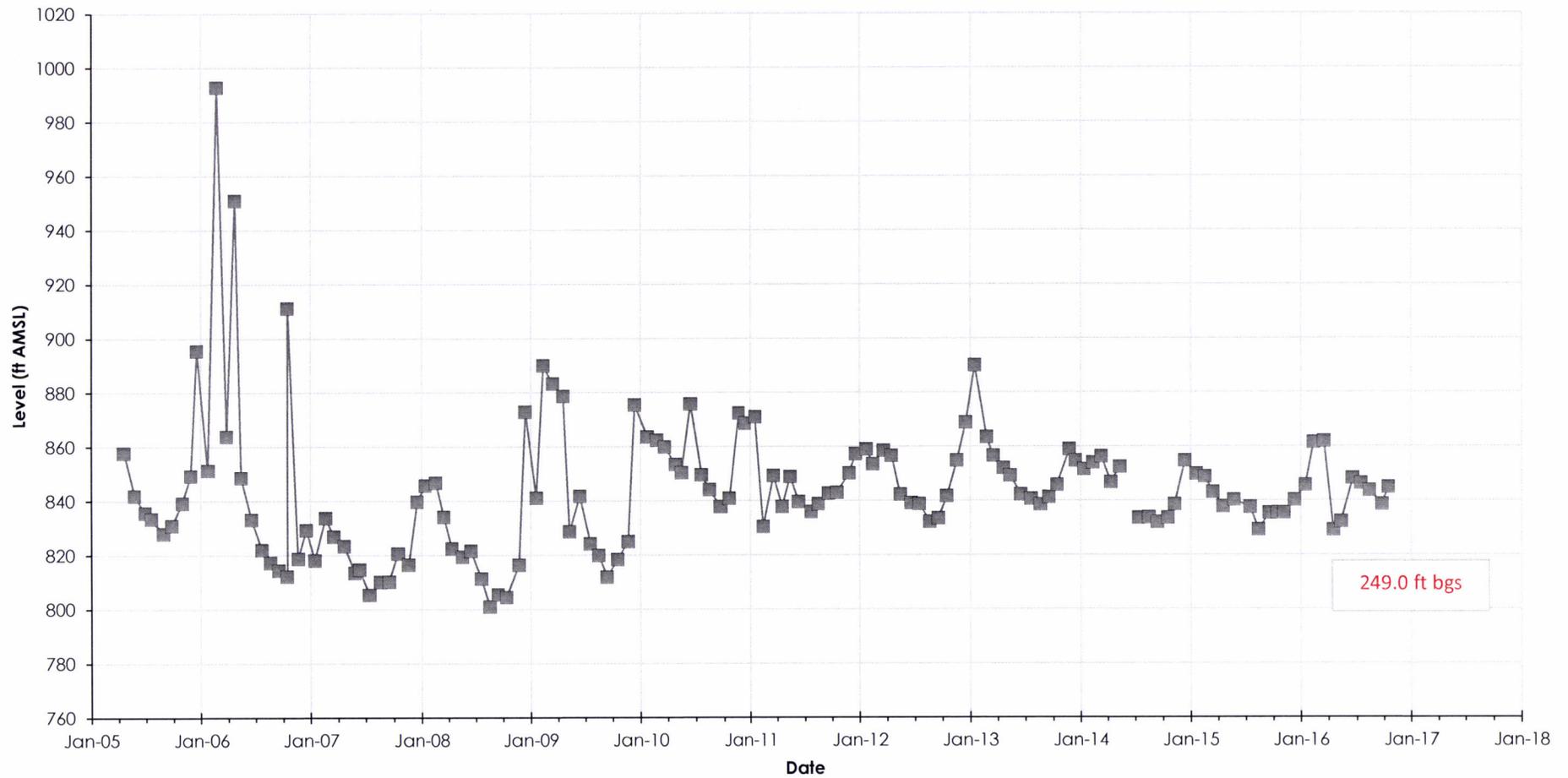


# NEWMARK PLUME FRONT REGION

## Extraction and Monitoring Wells



1093.9  
Ground  
Elev.



Client/Project

Water Level Monitoring Program  
City of San Bernardino California

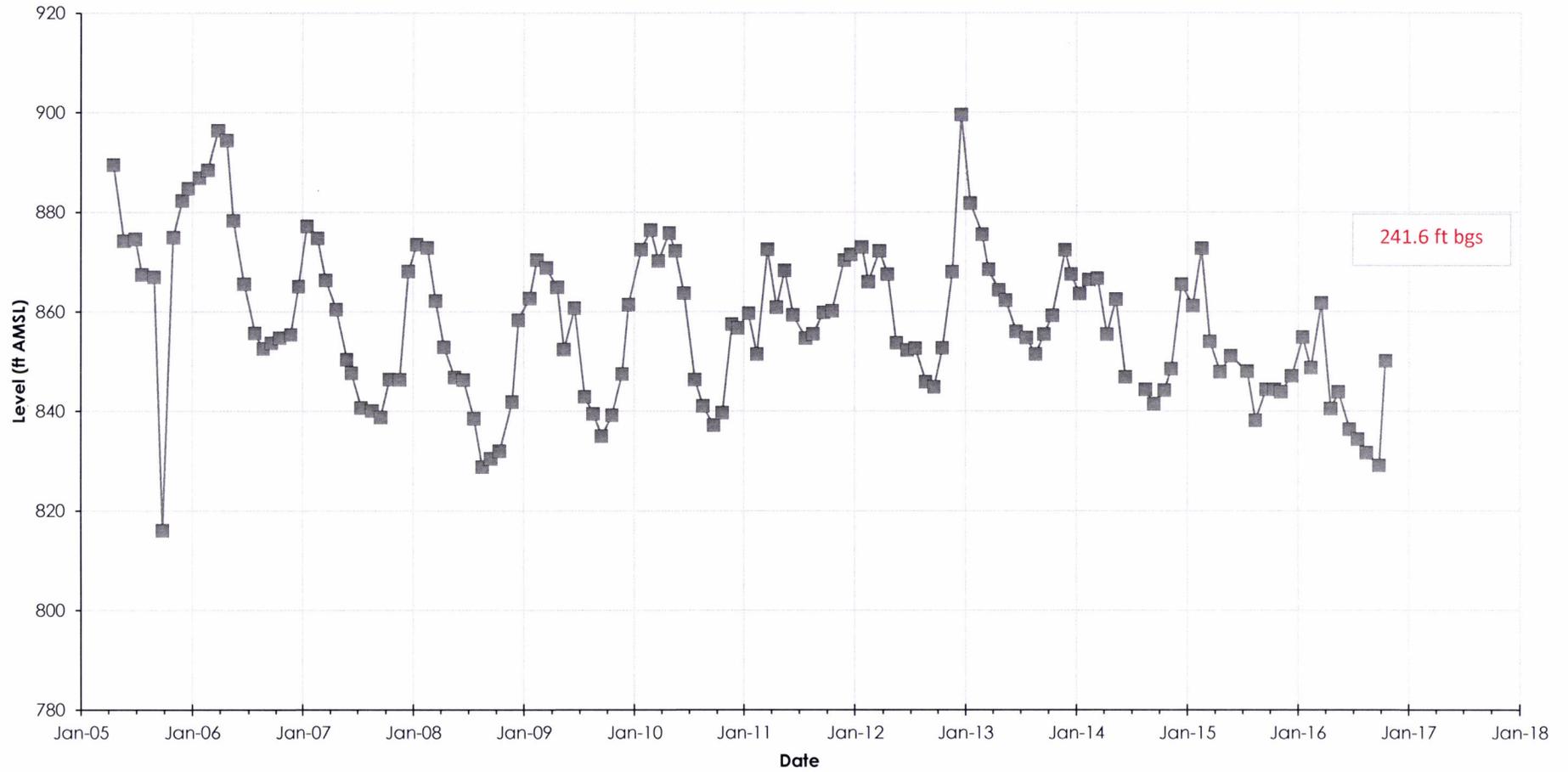
Figure/Well No.

EPA 001

Title

Water Level Elevations

1091.7  
Ground  
Elev.



Client/Project

Water Level Monitoring Program  
City of San Bernardino California

Figure/Well No.

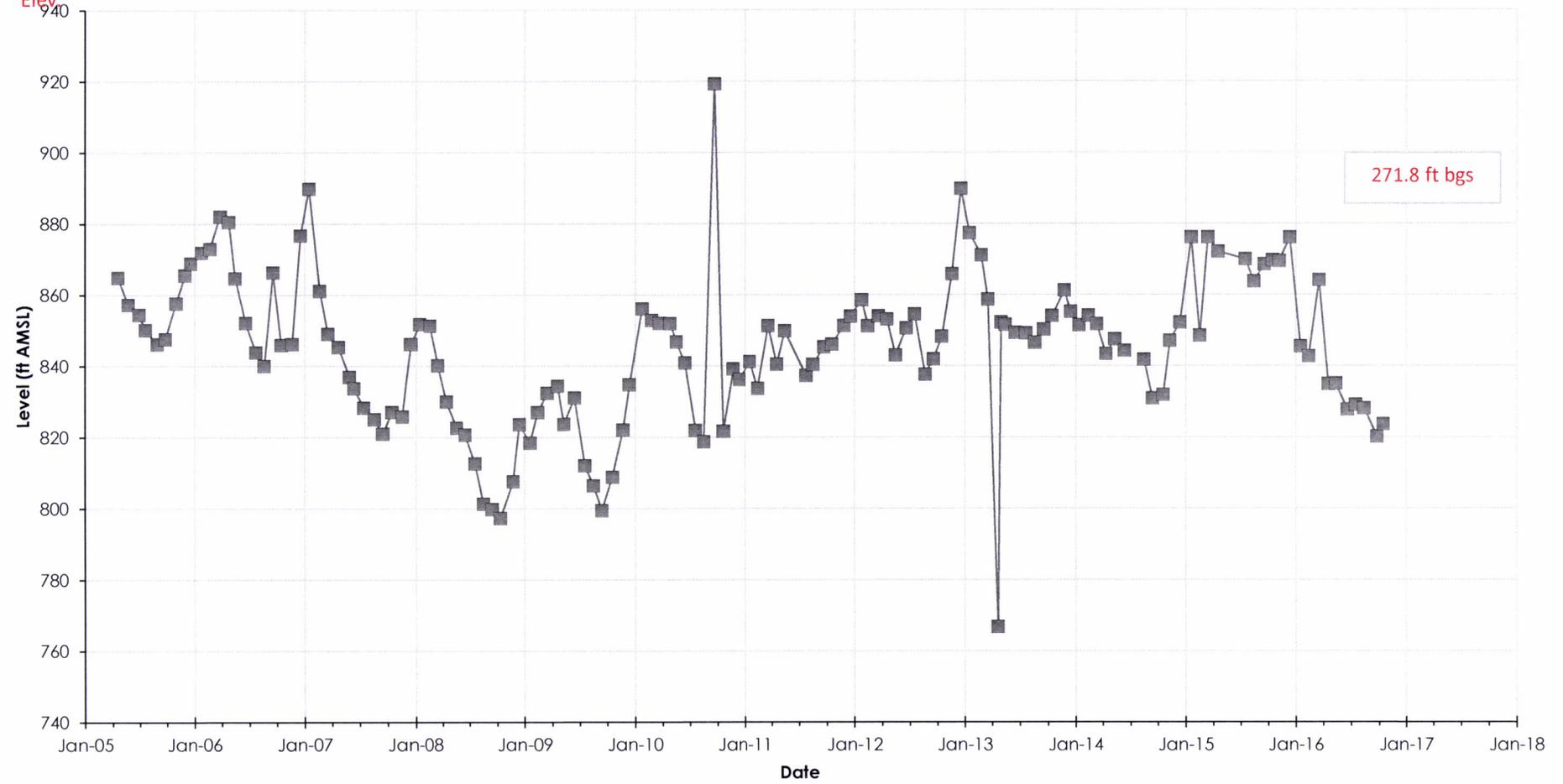
**EPA 002**

Title

**Water Level Elevations**



1095.4  
Ground  
Elev.



Client/Project

Water Level Monitoring Program  
City of San Bernardino California

Figure/Well No.

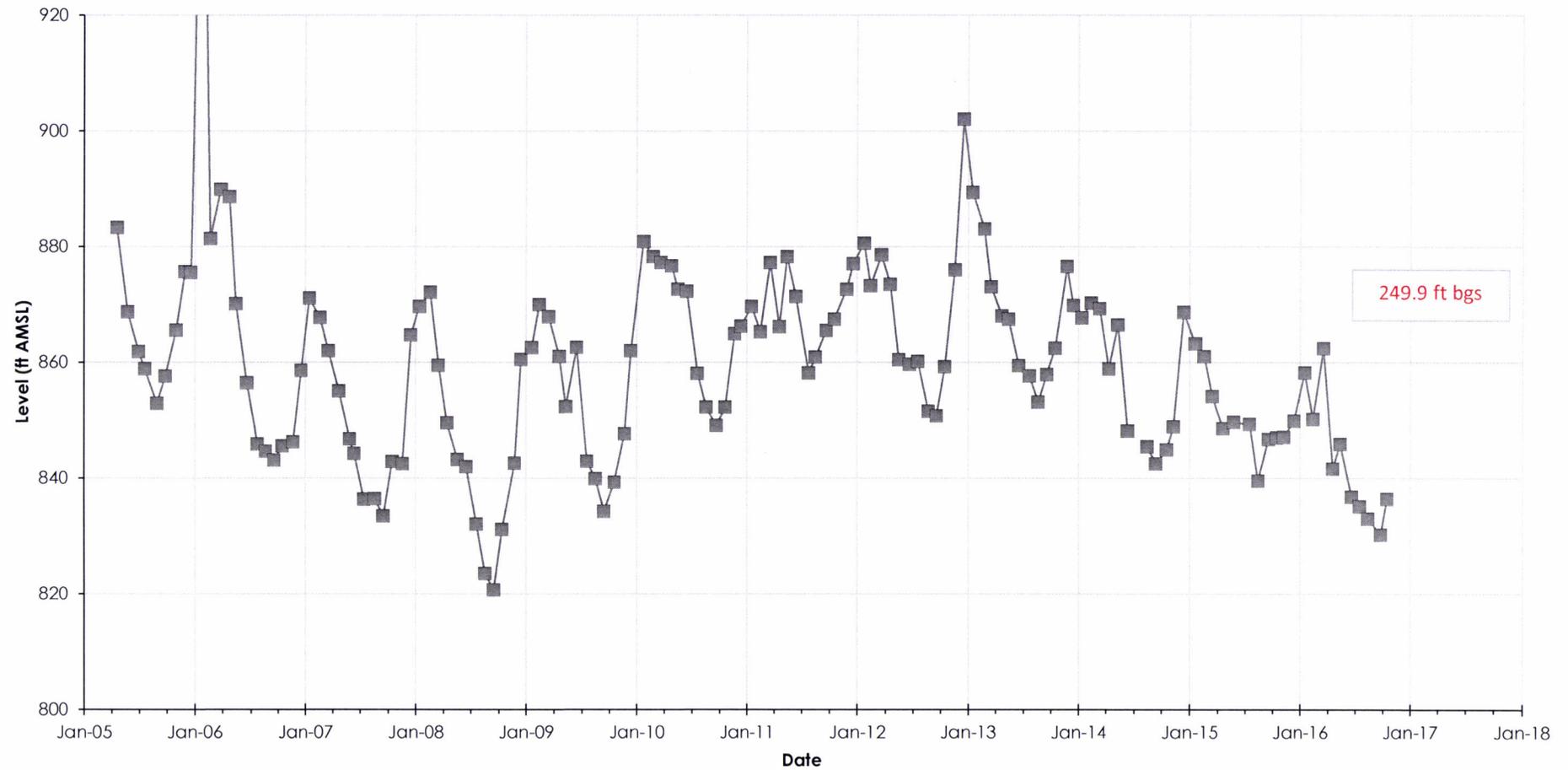
EPA 003

Title

Water Level Elevations



1086.3  
Ground  
Elev.



Client/Project

Water Level Monitoring Program  
City of San Bernardino California

Figure/Well No.

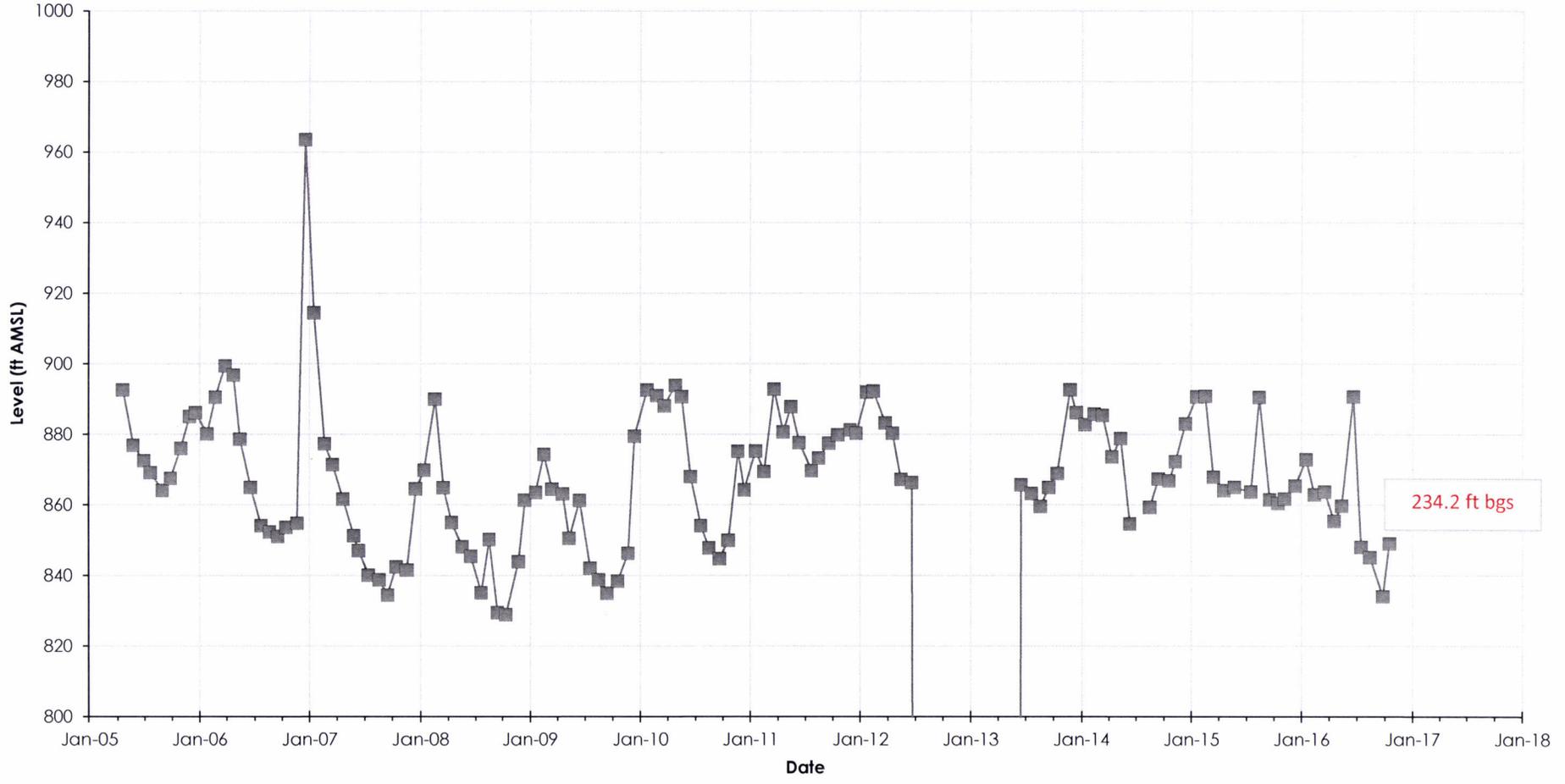
**EPA 004**

Title

**Water Level Elevations**



1083.3  
Ground  
Elev.



Client/Project

Water Level Monitoring Program  
City of San Bernardino California

Figure/Well No.

EPA 005

Title

Water Level Elevations



**Hydrographs**

**Region: Muscoy Mid-Plume**

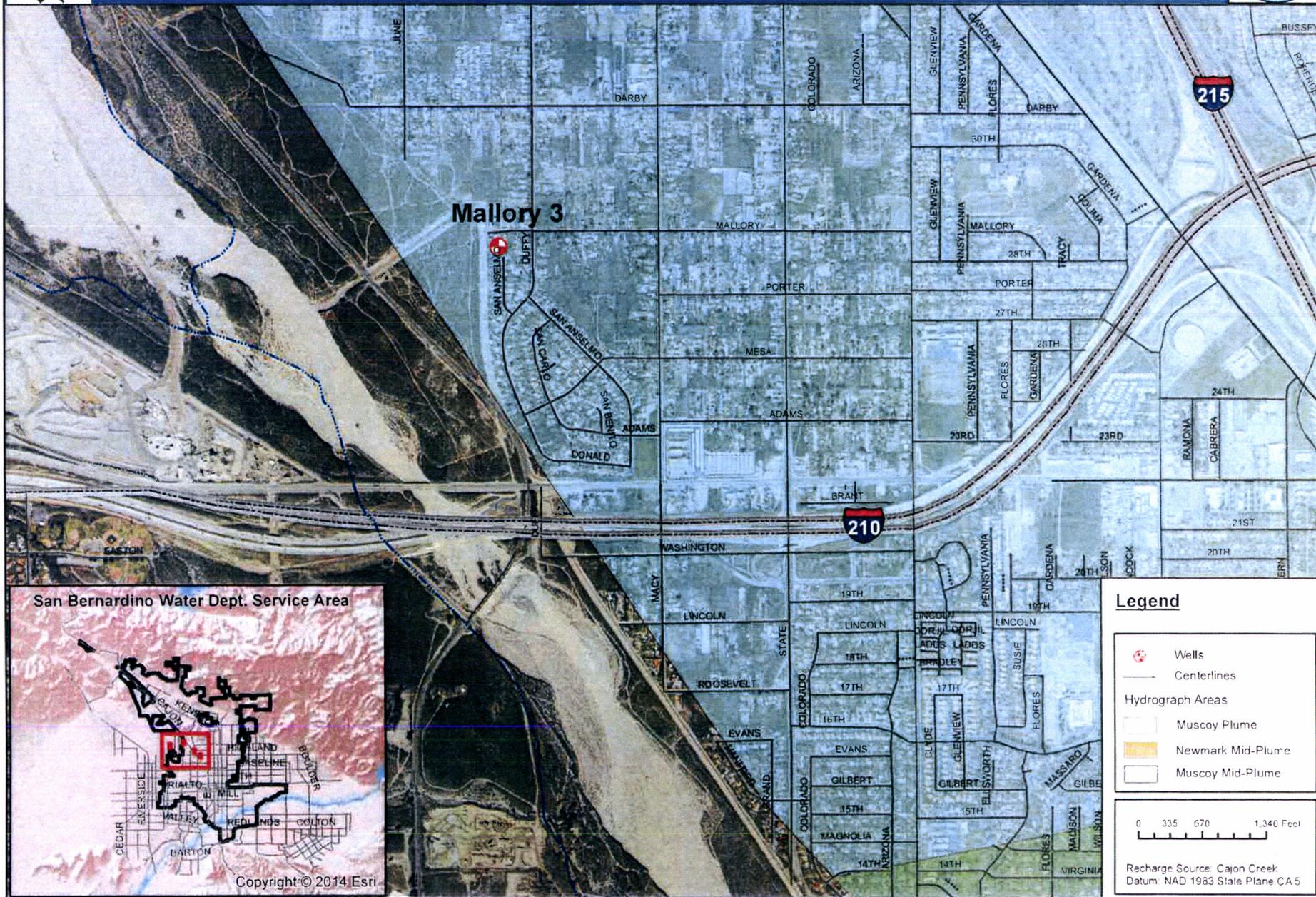
**Production and Monitoring Wells**

**Recharge Source:**

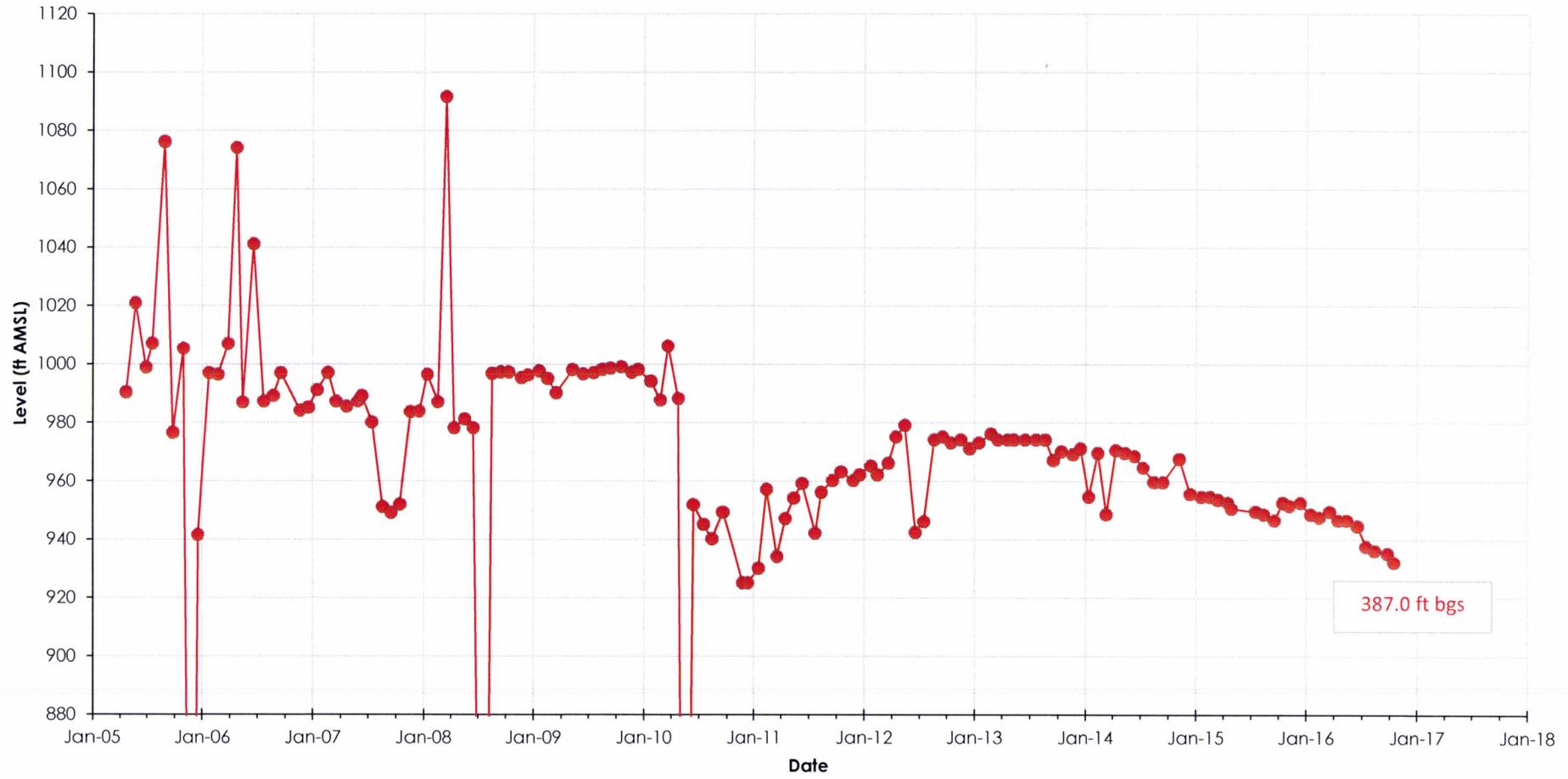
**Cajon Creek (No Artificial Recharge)**



# Muscoy Mid-Plume Region Production and Monitoring Wells



1319.8  
Ground  
Elev.



Client/Project

Water Level Monitoring Program  
City of San Bernardino California

Figure/Well No.

**Mallory 3**

Title

**Water Level Elevations**

## **Hydrographs**

**Region: Muscoy Plume**

**Production, Extraction, and Monitoring Wells**

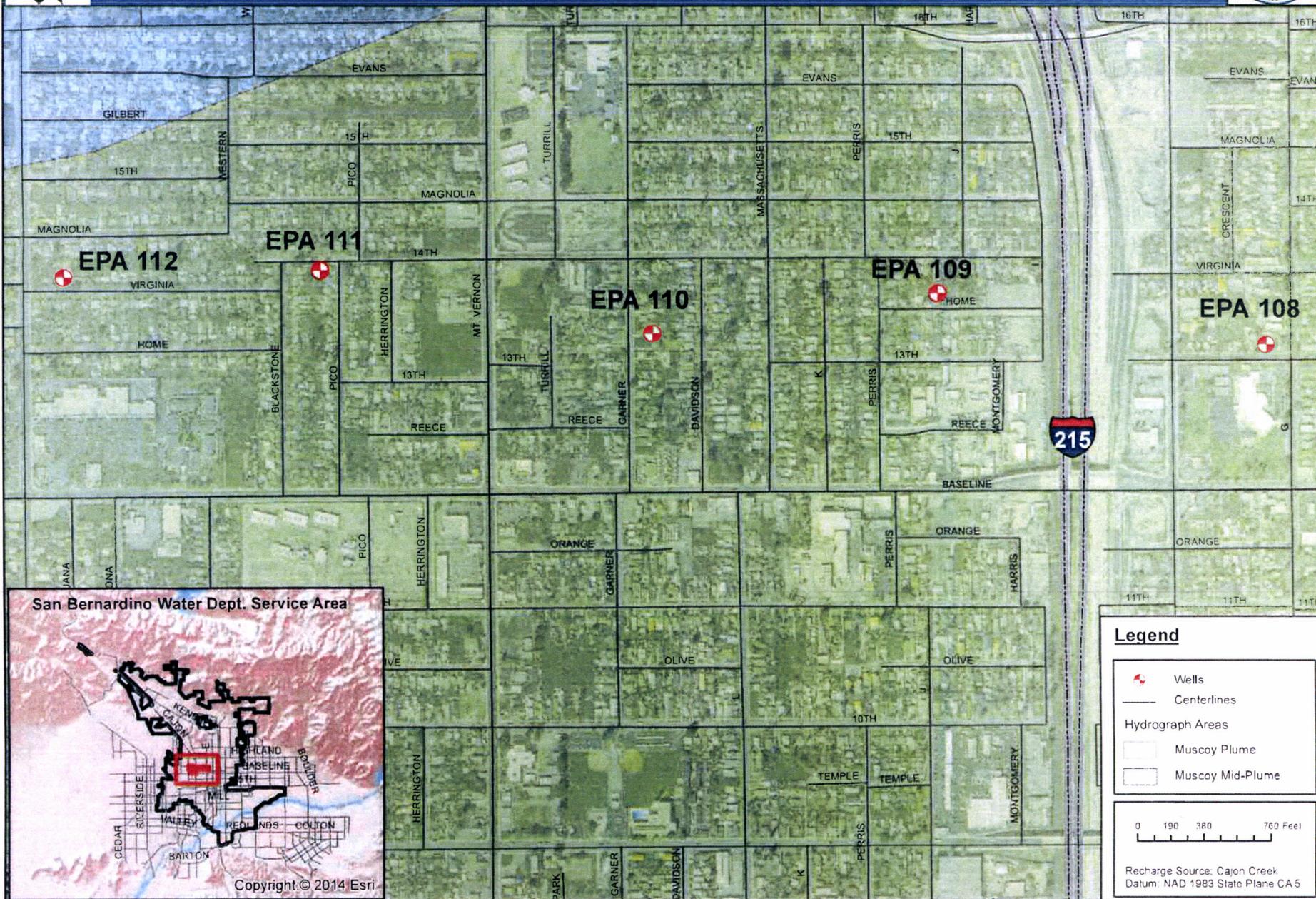
**Recharge Source:**

**Cajon Creek (No Artificial Recharge)**



# Muscoy Plume Region

## Production, Extraction, and Monitoring Wells



**Legend**

- Wells
- Centerlines

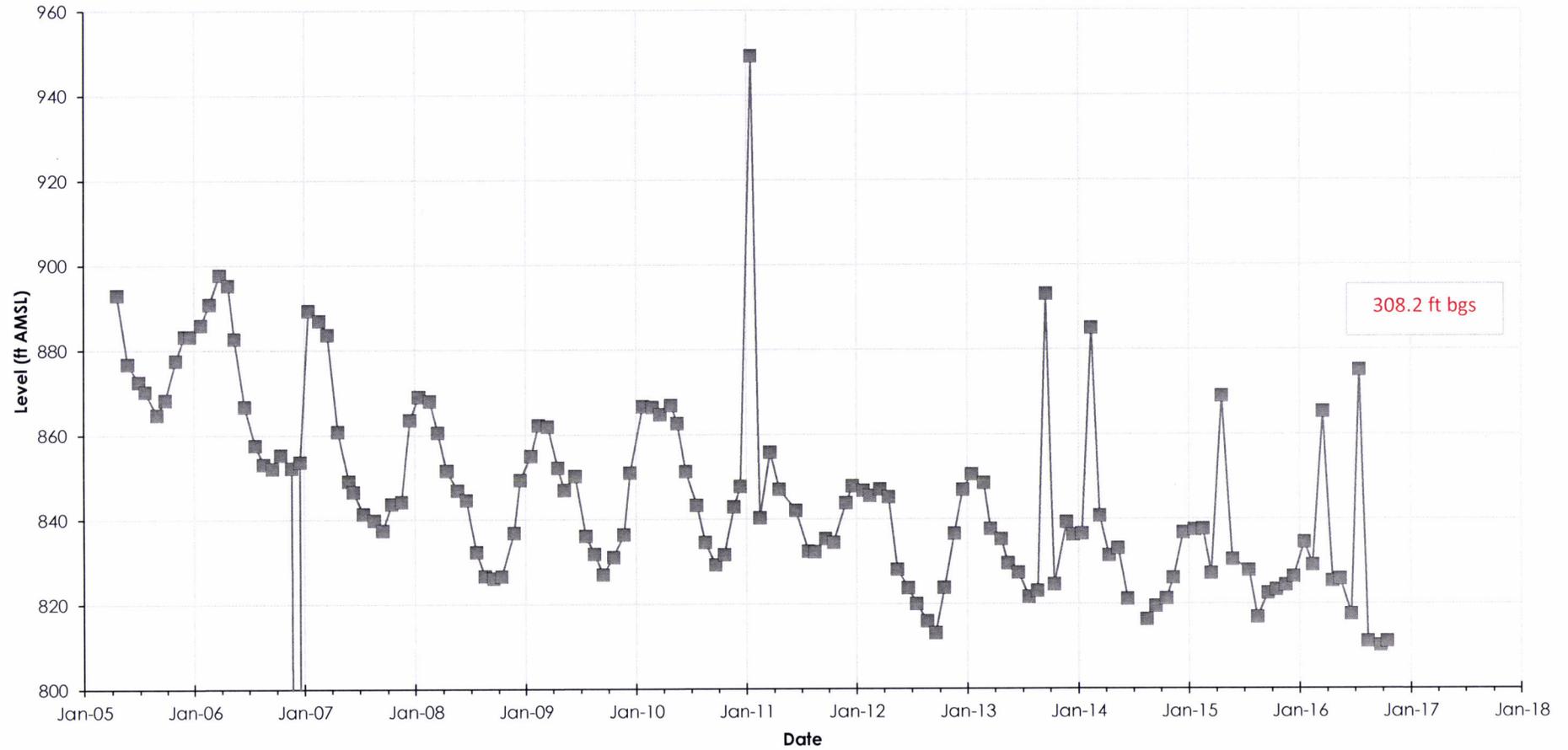
Hydrograph Areas

- Muscoy Plume
- Muscoy Mid-Plume

0 190 380 760 Feet

Recharge Source: Cajon Creek  
Datum: NAD 1983 State Plane CA 5

1119.3  
Ground  
Elev.



Client/Project

Water Level Monitoring Program  
City of San Bernardino California

Figure/Well No.

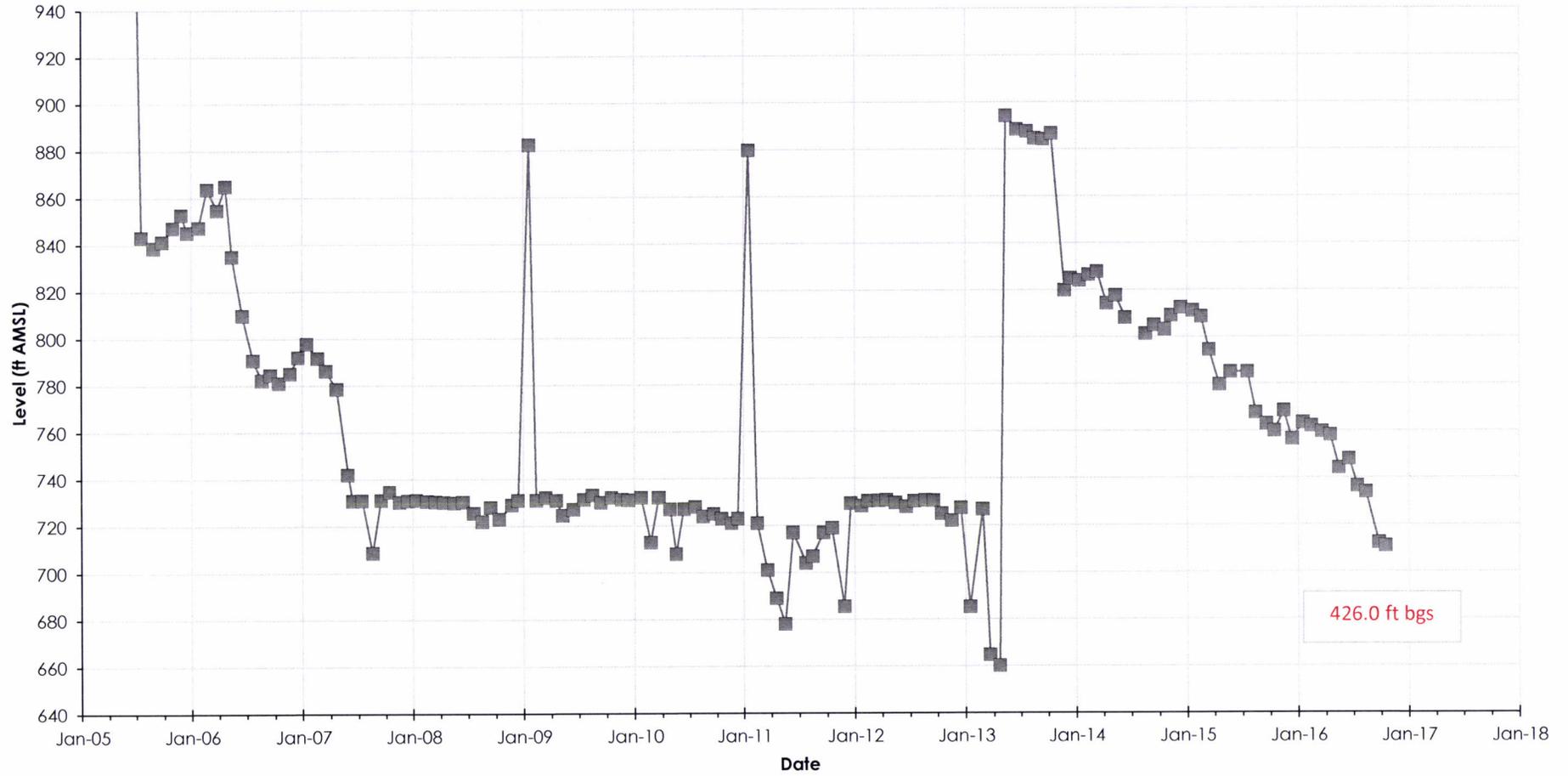
EPA 108

Title

Water Level Elevations



1137.0  
Ground  
Elev.



Client/Project

Water Level Monitoring Program  
City of San Bernardino California

Figure/Well No.

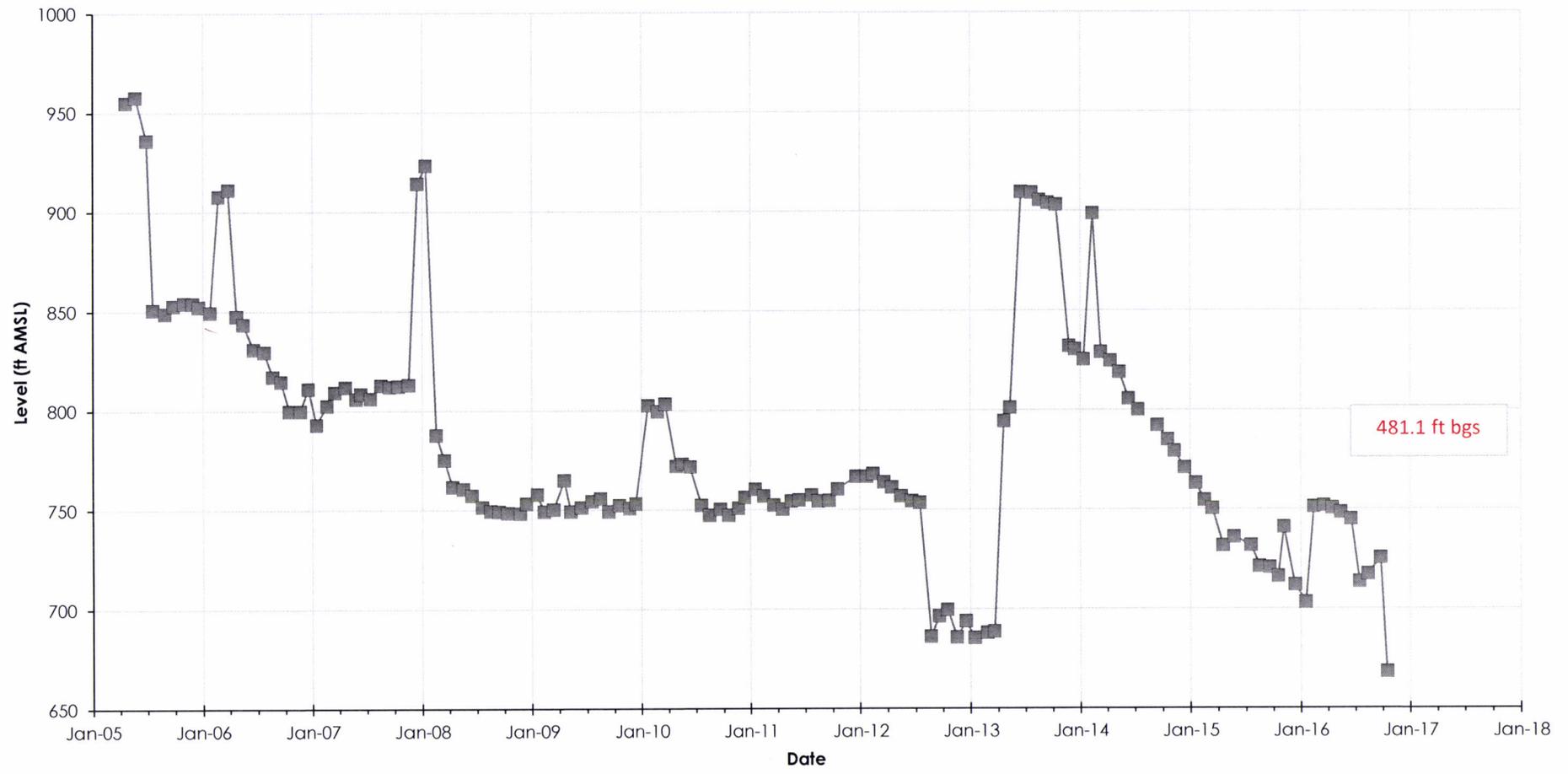
EPA 109

Title

Water Level Elevations



1149.3  
Ground  
Elev.

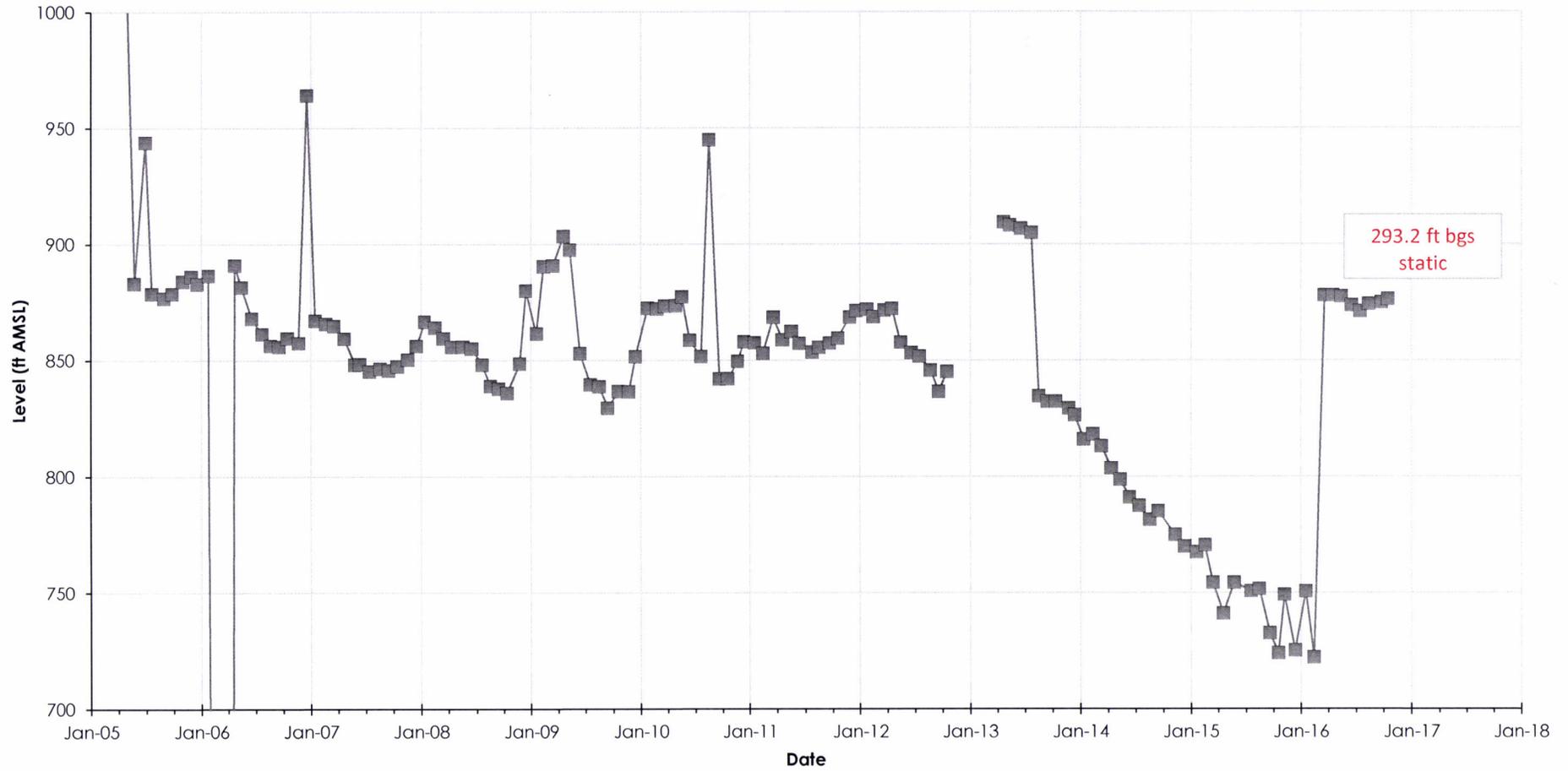


Client/Project  
Water Level Monitoring Program  
City of San Bernardino California

Figure/Well No.  
**EPA 110**

Title  
**Water Level Elevations**

1165.7  
Ground  
Elev.



Client/Project

Water Level Monitoring Program  
City of San Bernardino California



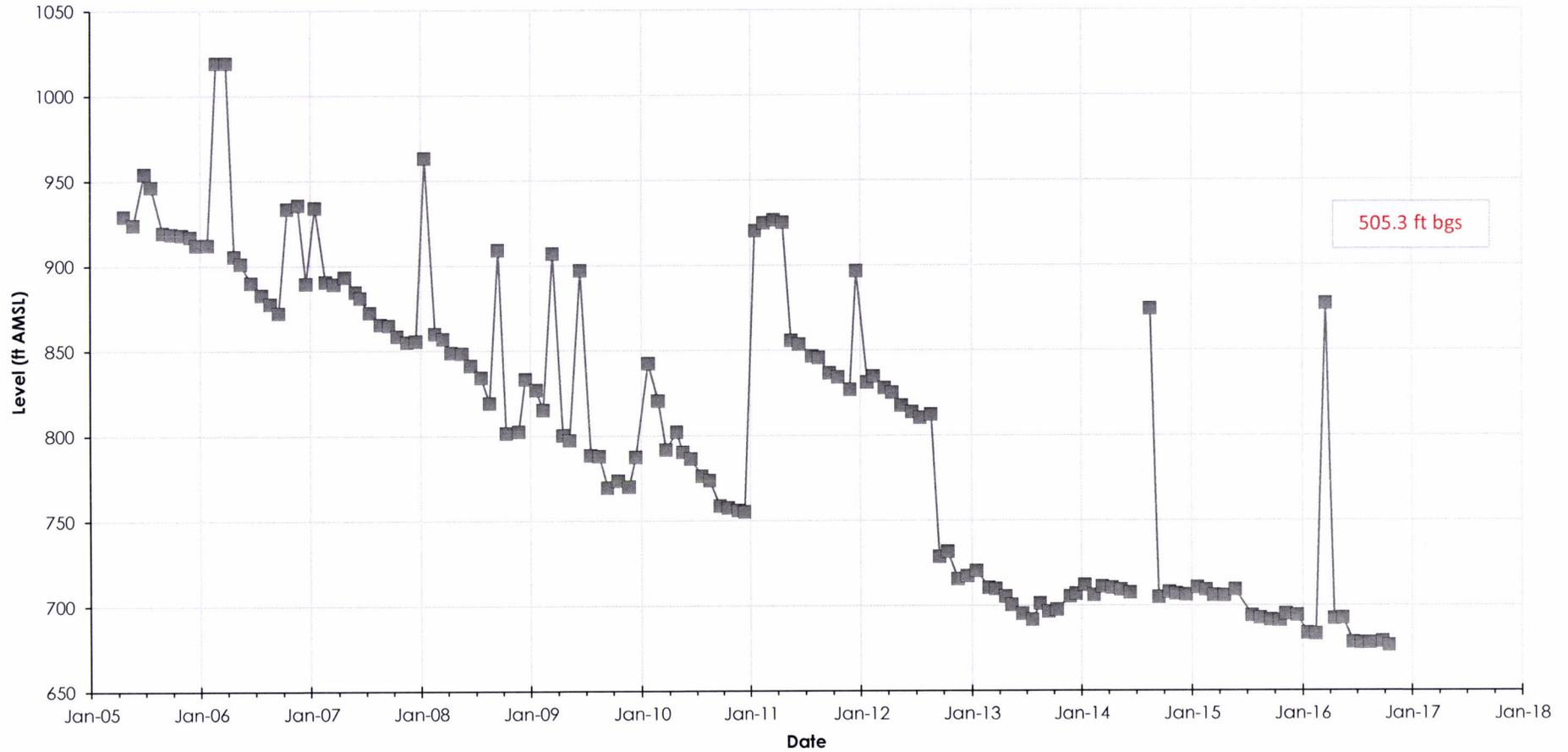
Figure/Well No.

EPA 111

Title

Water Level Elevations

1181.8  
Ground  
Elev.



Client/Project

Water Level Monitoring Program  
City of San Bernardino California

Figure/Well No.

EPA 112

Title

Water Level Elevations



# **EXHIBIT B**

**SAN BERNARDINO MUNICIPAL WATER DEPARTMENT**  
**Monthly Depth To Water For Wells Maintained By Operations**  
**October 2016**

Well Name	State Well Number Rec. Number	Reading Date	Static Depth to Water	Pumping Depth to Water	Ref. Point Elev.	Static WL Elev.	Pumping WL Elev.	Static WL- Pump Elev.	Pumping WL-Pump Elev.	Pump Elev./ BGS	Tech	Not Measured/Why	Method
10TH & J ST	01S/04W-B04S 3603207	10/17/2016		303.00	1112.8		809.8		47.0	762.8/ 350	TR	[ ]	Airline
16TH & SIERRA WAY	01N/04W-34G03 S 3600726	10/17/2016		289.70	1135.3		845.6		88.3	757.3/ 378	NH	[ ]	Electric Wire Sounder
17TH & SIERRA WAY 2	01N/04W-34G01 S 3603208	10/17/2016						0.0		766.9/ 375	NH	[X] Well Blocked	Electric Wire Sounder
19TH ST 1	01N/04W-32D03 S 3600717	10/17/2016	350.30		1231.2	880.9		0.3		881.2/ 350	NH	[ ]	Electric Wire Sounder
19TH ST 2	01N/04W-32D04 S 3600718	10/18/2016		472.50	1236.1		763.6		147.5	616.1/ 620	NH	[ ]	Electric Wire Sounder
25TH & NORTH E ST	01N/04W-27M01 S 3600721	10/17/2016	317.20		1192.1	874.9		37.2		912.1/ 280	NH	[ ]	Electric Wire Sounder
27TH & ACACIA	01N/04W-27M02 S 3600720	10/17/2016	311.80		1183.9	872.1		28.2		843.9/ 340	NH	[ ]	Electric Wire Sounder
30TH ST	01N/04W-27G01 S 3600719	10/17/2016	336.10		1226.8	890.7		63.9		826.8/ 400	NH	[ ]	Electric Wire Sounder
31ST ST & MT. VIEW	01N/04W-27B01 S 3602081	10/17/2016	352.60		1232.3	879.7		87.4		792.3/ 440	NH	[ ]	Electric Wire Sounder
40TH & VALENCIA	01N/04W-14P01 3603472	10/17/2016	268.10		1355.0	1086.9		181.9		905/ 450	NH	[ ]	Electric Wire Sounder
7TH STREET	01S/04W-03J05 S 3602265	10/17/2016	211.00		1056.5	845.5		119.0		726.5/ 330	NH	[ ]	Electric Wire Sounder
ANTIL 5	01S/04W-02K02 S 3600731	10/17/2016						0.0		787.8/ 270	NH	[X] Well Blocked	Electric Wire Sounder
ANTIL 6	01S/04W-02K08 S 3602422	10/17/2016	189.00		1052.5	863.5		86.0		777.5/ 275	NH	[ ]	Steel Tape

**SAN BERNARDINO MUNICIPAL WATER DEPARTMENT**  
**Monthly Depth To Water For Wells Maintained By Operations**  
**October 2016**

Well Name	State Well Number Rec. Number	Reading Date	Static Depth to Water	Pumping Depth to Water	Ref. Point Elev.	Static WL Elev.	Pumping WL Elev.	Static WL- Pump Elev.	Pumping WL-Pump Elev.	Pump Elev./ BGS	Tech	Not Measured/Why	Method
BASELINE & CALIFORNIA	01N/04W-32N01 S 3602400	10/17/2016	350.40		1184.9	834.5		34.6		799.9/ 385	AO	[ ]	Electric Wire Sounder
CAJON 2	01N/05W-03H02 S 3601844	10/17/2016	256.00		1887.1	1631.1		94.0		1537.1/ 350	AO	[ ]	Airline
CAJON 3	01N/05W-03A02 S 3602821	10/17/2016		330.00	1894.9		1564.9		27.0	1537.9/ 357	AO	[ ]	Airline
CAJON 4	01N/05W-03A-S G363792	10/17/2016		333.50	1923.0		1589.5		66.5	1523/ 400	AO	[ ]	Electric Wire Sounder
CAJON CANYON	02N/05W-19K02 S 3600710	10/17/2016	100.40		2328.0	2227.6		49.6		2178/ 150	AO	[ ]	Electric Wire Sounder
DEVIL CANYON 1	01N/04W-08M01 S 3600712	10/17/2016		162.82	1528.9		1366.1		87.2	1278.9/ 250	AO	[ ]	Electric Wire Sounder
DEVIL CANYON 2	01N/04W-07F01 S 3600711	10/17/2016		164.90	1621.2		1456.3		86.6	1369.7/ 251.5	AO	[ ]	Electric Wire Sounder
DEVIL CANYON 3	01N/04W-06H02 S 3602206	10/17/2016	30.20		1888.6	1858.4		4.8		1853.6/ 35	AO	[ ]	Electric Wire Sounder
DEVIL CANYON 4	01N/04W-06H01 S 3602205	10/17/2016		43.26	1903.7		1860.4		11.7	1848.7/ 55	AO	[ ]	Electric Wire Sounder
DEVIL CANYON 5	01N/04W-08M02 S 3602844	10/17/2016		164.40	1561.7		1397.3		135.6	1261.7/ 300	AO	[ ]	Electric Wire Sounder
DEVIL CANYON 6	01N/04W-06A01 S 3603580	10/17/2016	18.10		2039.3	2021.2		26.9		1994.3/ 45	AO	[ ]	Electric Wire Sounder
DEVIL CANYON 7	01N/04W-06A02 S 3603579	10/19/2016						0.0		1996.9/ 45	AO	[X] Tube Blocked	Steel Tape
ELLENA BROTHERS	01N/04W-08P01 S 3602712	10/17/2016	175.00		1476.7	1301.7		126.0		1175.7/ 301	AO	[ ]	Electric Wire Sounder

**SAN BERNARDINO MUNICIPAL WATER DEPARTMENT**  
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EPA 001	01S/04W-03D04 S G3603688	10/18/2016	249.00		1093.9	844.9		113.0		731.9/ 362	NH	[ ]	Electric Wire Sounder
EPA 002	01S/04W-03C03 S G3603689	10/18/2016		241.60	1091.7		850.1		58.4	791.7/ 300	NH	[ ]	Electric Wire Sounder
EPA 003	01S/04W-03C04 S G3603690	10/18/2016	212.90	271.80	1095.4	882.5	823.6	222.1	163.2	660.4/ 435	NH	[ ]	Electric Wire Sounder
EPA 004	01S/04W-03B03 S G3603691	10/18/2016		249.90	1086.3		836.4		50.1	786.3/ 300	NH	[ ]	Electric Wire Sounder
EPA 005	01S/04W-03A04 S G3603692	10/18/2016	234.20		1083.3	849.1		69.8		779.3/ 304	NH	[ ]	Electric Wire Sounder
EPA 006	01N/04W-16M03 S G3603693	10/18/2016		216.10	1396.6		1180.5		83.9	1096.6/ 300	NH	[ ]	Electric Wire Sounder
EPA 007	01N/04W-16M04 S G3603694	10/18/2016		217.20	1404.5		1187.3		42.8	1144.5/ 260	NH	[ ]	Electric Wire Sounder
EPA 108	01N/04W-33Q-S G363786	10/18/2016		308.20	1119.3		811.1		156.8	654.3/ 465	NH	[ ]	Electric Wire Sounder
EPA 108S	01N/04W- 33R003S G3603917	10/18/2016	231.60		1119.5	887.9		218.4		669.5/ 450	NH	[ ]	Electric Wire Sounder
EPA 109	01N/04W-33P-S G363787	10/14/2016		426.00	1137.0		711.0		229.0	482/ 655	TR	[ ]	Electric Wire Sounder
EPA 109	01N/04W-33P-S G363787	10/18/2016	280.62		1137.0	856.4		374.4		482/ 655	TR	[ ]	Electric Wire Sounder
EPA 110	01N/04W-33N-S G363788	10/18/2016		481.12	1149.3		668.2		78.9	589.3/ 560	TR	[ ]	Electric Wire Sounder
EPA 111	01N/04W-32R-S G363789	10/18/2016	293.23		1169.5	876.3		246.8		629.5/ 540	TR	[ ]	Electric Wire Sounder

**SAN BERNARDINO MUNICIPAL WATER DEPARTMENT**  
**Monthly Depth To Water For Wells Maintained By Operations**  
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Well Name	State Well Number Rec. Number	Reading Date	Static Depth to Water	Pumping Depth to Water	Ref. Point Elev.	Static WL Elev.	Pumping WL Elev.	Static WL- Pump Elev.	Pumping WL-Pump Elev.	Pump Elev./ BGS	Tech	Not Measured/Why	Method
EPA 112	01N/04W-32P-S G363790	10/18/2016		505.30	1181.8		676.5		59.7	616.8/ 565	TR	[X]	Electric Wire Sounder
GILBERT ST .	01N/04W-35M03 S 3600729	10/18/2016		292.00	1122.8		830.8		48.0	782.8/ 340	NH	[ ]	Airline
INTER CITY IRRIGATION		10/18/2016			-999.0					-999/ 0	JM	[X] No Data	
INTER CITY MUTUAL 08	01S/04W-23N 3601316	10/17/2016	157.50		1028.0	870.5		0.0		1028/ 0	NH	[ ]	Electric Wire Sounder
IVDA 11	01S/03W-07A06 S 3603649	10/17/2016	238.50		1137.0	898.5		8.5		907/ 230	NH	[ ]	Electric Wire Sounder
KENWOOD 1	02N/05W-19R01S 3603471	10/17/2016		235.70	2337.6		2101.9		87.3	2014.6/ 323	AO	[ ]	Electric Wire Sounder
KENWOOD 2	02N/05W-19R-S G363791	10/17/2016		226.72	2289.0		2062.3		138.3	1924/ 365	AO	[ ]	Electric Wire Sounder
LEROY	01N/04W-27A02 S 3602401	10/17/2016	339.50		1238.7	899.2		40.5		858.7/ 380	NH	[ ]	Electric Wire Sounder
LYNWOOD	01N/04W-26E02 S 3600727	10/17/2016	330.40		1236.3	905.9		114.6		791.3/ 445	NH	[ ]	Electric Wire Sounder
LYTLE CREEK 2	01N/05W-36J01 3603027	10/17/2016							0.0	722.2/ 530	AO	[ ]	Electric Wire Sounder
LYTLE CREEK 3-1	01N/05W-36R01 3600713	10/17/2016						0.0		1247.8/ 0	AO	[X] Depth of Water Exceeds Tape Length	Electric Wire Sounder
MALLORY NO.3	01N/04W-30M01S 3601845	10/17/2016		387.00	1319.4		932.4		103.0	829.3/ 490	TR	[ ]	Airline
MILL & D	01S/04W-10N06 S 3600737	10/19/2016		169.80	1000.4		830.6		120.2	710.4/ 290	NH	[ ]	Electric Wire Sounder

**SAN BERNARDINO MUNICIPAL WATER DEPARTMENT**  
**Monthly Depth To Water For Wells Maintained By Operations**  
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MT VERNON WATER CO	01N/04W-31A01 S 3600319	10/17/2016		397.00	1259.0		862.0		23.0	839/ 420	AO	[ ]	Electric Wire Sounder
NEWMARK 1	01N/04W-16E01 S 3600714	10/17/2016	217.00		1412.7	1195.7		103.0		1092.7/ 320	AO	[ ]	Electric Wire Sounder
NEWMARK 2	01N/04W-16E02 S 3600715	10/17/2016	211.52		1404.8	1193.3		128.5		1064.8/ 340	AO	[ ]	Electric Wire Sounder
NEWMARK 3	01N/04W-16E03 S 3600716	10/18/2016		216.50	1406.4		1189.9		103.5	1086.4/ 320	NH	[ ]	Electric Wire Sounder
NEWMARK 4	01N/04W-16E04 S 3602399	10/17/2016		231.60	1413.3		1181.7		68.4	1113.3/ 300	AO	[ ]	Electric Wire Sounder
OLIVE & GARNER	01S/04W-04D02S 3603206	10/17/2016	272.97		1130.6	857.6		177.0		680.6/ 450	TR	[ ]	Electric Wire Sounder
PERRIS HILL 4	01N/04W-35C03 S 3601117	10/17/2016	294.10		1169.6	875.5		24.1		899.6/ 270	NH	[ ]	Electric Wire Sounder
PERRIS HILL 5	01N/04W-26P03 S 3601115	10/17/2016	296.40		1174.6	878.2		3.6		874.6/ 300	NH	[ ]	Electric Wire Sounder
SB COUNTY 1-34A	01S/04W-03Q	10/19/2016						0.0		47/ 0	AO	[X] Dry	Electric Wire Sounder
VINCENT	02N/05W-19Q01 S 3602426	10/17/2016	114.35		2315.4	2201.1		55.7		2145.4/ 170	AO	[ ]	Electric Wire Sounder
WATERMAN AVE.	01N/04W-27A01 S 3600728	10/17/2016	346.10		1244.4	898.3		103.9		794.4/ 450	NH	[ ]	Electric Wire Sounder

# **EXHIBIT C**

# City of San Bernardino Municipal Water Department

## Monthly Weather Report

October 2016

Location	Yards			Mill & D	Lytle Creek	Newmark	Devil Canyon
Date	Max Temp deg F	Min Temp deg F	1/100 of an inch increments				
1	91.4	67.9	0.00	0.00	0.00	0.00	0.00
2	81.9	62.5	0.00	0.00	0.00	0.00	0.00
3	77.9	61.4	0.00	0.00	0.00	0.00	0.00
4	81.7	58.3	0.00	0.00	0.00	0.00	0.00
5	78.9	63.7	0.00	0.00	0.00	0.00	0.00
6	92.1	57.3	0.00	0.00	0.00	0.00	0.00
7	96.6	61.2	0.00	0.00	0.00	0.00	0.00
8	98.9	61.7	0.00	0.00	0.00	0.00	0.00
9	97.1	62.3	0.00	0.00	0.00	0.00	0.00
10	93.5	65.8	0.00	0.00	0.00	0.00	0.00
11	81.6	62.3	0.00	0.00	0.00	0.00	0.00
12	75.5	58.3	0.00	0.00	0.00	0.00	0.00
13	85.7	56.4	0.00	0.00	0.00	0.00	0.00
14	85.2	58.7	0.00	0.00	0.00	0.00	0.00
15	82.1	57.3	0.00	0.00	0.00	0.00	0.00
16	78.0	64.6	0.00	0.00	0.00	0.00	0.00
17	75.4	61.5	0.10	0.07	0.23	0.16	0.29
18	80.4	58.3	0.00	0.00	0.00	0.00	0.01
19	90.6	60.8	0.00	0.00	0.00	0.00	0.01
20	94.0	61.3	0.00	0.00	0.00	0.00	0.00
21	98.0	62.8	0.00	0.00	0.00	0.00	0.00
22	93.0	59.0	0.00	0.00	0.00	0.00	0.00
23	83.1	61.7	0.37	0.28	0.21	0.42	0.44
24	71.1	62.0	0.41	0.39	0.02	0.20	0.23
25	79.1	57.1	0.01	0.00	0.04	0.00	0.00
26	87.2	58.6	0.00	0.00	0.02	0.00	0.00
27	86.3	63.1	0.00	0.00	0.01	0.00	0.00
28	81.3	67.2	0.00	0.00	0.00	0.00	0.00
29	89.7	63.1	0.00	0.00	0.01	0.00	0.00
30	75.5	63.8	0.03	0.02	0.02	0.05	0.08
31	73.3	61.0	0.00	0.00	0.00	0.00	0.00
	Max	Min					
<b>TOTALS</b>	<b>98.9</b>	<b>56.4</b>	<b>0.92</b>	<b>0.76</b>	<b>0.56</b>	<b>0.83</b>	<b>1.06</b>
<b>YTD</b>			<b>6.81</b>	<b>5.60</b>	<b>6.36</b>	<b>6.05</b>	<b>8.04</b>

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT

CALENDAR YEAR 2016  
RAIN READS

DATE	MILL & D	LOWER YARDS	D.C.	L.C.	NEWMARK	AVERAGE
<b>Jan-16</b>	2.53	3.11	3.67	3.04	2.67	3.00
<b>Feb-16</b>	0.25	0.29	0.76	0.28	0.34	0.38
<b>Mar-16</b>	1.16	1.39	1.76	1.53	1.40	1.45
<b>Apr-16</b>	0.80	1.04	0.62	0.81	0.79	0.81
<b>May-16</b>	0.10	0.06	0.17	0.14	0.02	0.10
<b>Jun-16</b>	0.00	0.00	0.00	0.00	0.00	0
<b>Jul-16</b>	0.00	0.00	0.00	0.00	0.00	0
<b>Aug-16</b>	0.00	0.00	0.00	0.00	0.00	0
<b>Sep-16</b>	0.00	0.00	0.00	0.00	0.00	0
<b>Oct-16</b>	0.76	0.92	1.06	0.56	0.83	0.83
<b>TOTAL</b>	<b>5.60</b>	<b>6.81</b>	<b>8.04</b>	<b>6.36</b>	<b>6.05</b>	<b>6.57</b>

All values are in inches

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MICHAEL GARLAND  
Water Utility  
Operations Superintendent

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT  
RAINFALL  
CALENDAR YEAR 2016

